

RANDOLPH COUNTY EARLY CHILDHOOD TRANSITION PLAN

Randolph County Pre-K
938 S. Davis Ave
Elkins, WV 26241
304-636-9150 ext 126 or 304-636-2188

School Year 2023-24

Goal 1: To Transition Children into a WV Pre-K-Classroom

Strategies/Action Steps	Evaluation Indicators	Timeline	Person(s) Responsible
Attend Transition Meetings to collaborate with other agencies serving birth to Pre-K age children	Agendas, Minutes, and Sign In Sheets	2 times annually	Pre-K Director Transition Committee
Provide written information to the community about Pre-K options and registration information	Website Newspaper Radio Flyers Newsletter Social Media	Ongoing January – February January – February January – April January – April January - April	Pre-K Director Family Resource Coordinators HS County Services Assistant Child Care Director NCWVCAA Head Start Supervisor
Provide registration materials to collaborative sites in January.	Universal Application NCWVCAA Demographics Home Language Survey Eligibility	January- February	Pre-K Director Family Resource Coordinators HS County Services Assistant
Provide open registration to the general community beginning mid February.	Completed Registration Packet	Mid February and ongoing after that time	Pre-K Director Family Resource Coordinators HS County Services Assistant Head Start Supervisor

Conduct required Preschool Screenings within the first 45 days of school not provided by their medical providers. School Nurses, Pre-K teachers and Speech Pathologists will enter information into WVEIS by October 31.	Completed Screening Completed Health Check Forms	August- October	Pre-K Director School Nurse Family Resource Coordinators Pre-K Teachers School Speech and Language Pathologists
Case Management Staffing will occur every month between the Pre-K teacher and Family Resource Coordinator.	Case management staffing form	August-May	Family Resource Coordinators Pre-K Teachers
Provide opportunities for Pre-K teachers, assistants, and Family Resource Coordinators to conduct home visits before school begins	Home Visit Forms Family Activity Logs	July- August	Pre-K Teachers Pre-K Assistant Teachers Family Resource Coordinators
Provide opportunities for Pre-K children and their parents to visit schools and classrooms before school begins	Classroom Visits Family Activity Log Back to School Night	August	Pre-K Teachers Family Resource Coordinators
First day for Pre-K- ½ the class will come for one day and then the other ½ the class will come the next day. Then the entire class will come on the next day.	Family Activity Log	August/ September	Pre-K Teachers Pre-K Assistant Teachers

Pre-K PLC Activities	Documentation of the PLC	Monthly	Pre- K Teachers and Assistants Pre-K Director NCWVCAA Head Start Supervisor Head Start Education Specialist
Annually revise procedures related to Pre-K Transition	Transition Forms Transition Procedures	Ongoing	Pre-K Director Special Education Director Teachers Assistant Teachers Parents Pre-K Core Team

Goal 2: To Transition Children from WV Pre-K into Kindergarten

Strategies/Action Steps	Evaluation Indicators	Timeline	Person(s) Responsible
Provide written information to inform the families of WV Pre-K parents of Kindergarten Registration Procedures	Kindergarten Registration Article	February-May	Curriculum Director Pre-K Director Pre-K Teachers Family Resource Coordinator

Pre-K parents are provided an opportunity to visit the Kindergarten classroom in the afternoon of the registration.		March	Parents Kindergarten Teachers
Provide opportunities for Pre-K children to visit Kindergarten classrooms.		January – May	Pre-K Teachers and K Teachers Principals
Provide opportunities for Kindergarten Teacher to visit the Pre-K Classroom		January – May	Pre-K Teachers Kindergarten Teachers Principals
Pre-K students eat in the cafeteria the last month of school.		May	Pre-K Teachers Principals Cooks Family Resource Coordinators
Provide an opportunity for Kindergarten teachers and Pre-K Teachers to collaborate to review data and the ELRS.	ELRS reports	Spring	Pre-K Teachers K Teachers
Transfer records from all Pre-K sites to Kindergarten sites.	Records to Kindergarten Site	May-June	Pre-K Teachers Pre-K Director School Secretary

Buddy day in the Kindergarten Classroom. Pre-K student is buddied up with a Kindergarten student to visit the Kindergarten classroom	Documentation of the Buddy Day visit	May	Pre-K Teachers Kindergarten Teachers Principal
Looping- Pre-K Teacher and Kindergarten teacher meet	Documentation of meeting	Monthly	Pre-K Teacher Kindergarten Teacher Principals
Final home visit is completed by the Pre-K teachers.	Kindergarten Packet	May- June	Pre-K Teachers and Assistants Parents
Annually revise procedures related to WV Pre-K transition to Kindergarten	Transition Forms Transition Procedures	Ongoing	Pre-K Director Special Education Director Teachers Parents Pre-K Core Team