

Child Care Transition Tips



The Ohio Administrative Code requires child care centers and family child care programs participating in Step Up To Quality to do the following when children transition into or out of programs and when they transition between classrooms at child care centers:

★ 1 Star:

Provide written transition information to families.

★★ 2 Star:

- Provide written transition information to families.
- Provide age-appropriate transition activities.
- Transfer children's records to the new setting.

★★★ 3 Star:

- Provide written transition information to families.
- Provide age-appropriate transition activities.
- Transfer children's records to the new setting.
- Develop an individualized transition plan with families that supports the child's transition.

Here are some suggestions to help meet those requirements:

Child Involvement Examples

- For transitions into or within programs, host a welcome party, create a personalized cubby for the child, arrange a home visit and/or assign the child a buddy.
- For transitions out of programs, host a goodbye party, make a photo book for the child, arrange a visit to the new education setting, teach the child about school safety, take a practice bus ride with the child, and/or read books about going to a new school and/or making new friends.

Transferring Record Examples

- Transfer child assessment results, parent conference/home visit forms, developmental screening results, observation notes and enrollment paperwork, such as family information forms, custody agreements, medication forms, and health care plans.

Family Involvement Examples

- Communicate with families to obtain permission to transfer records and share information about transitions.
- Review the child's information with the family to discuss individual needs, concerns, allergies or other circumstances to consider during the transition.

Sample Forms

- JFS 01363 Written Transition Information for One to Five-Star Ratings for Step Up To Quality (SUTQ)
- JFS 01368 Sample Transition Activities for Two to Five-Star Ratings for Step Up To Quality (SUTQ)
- JFS 01369 Records Transfer Policy/Request for Two to Five-Star Ratings for Step Up To Quality (SUTQ)