**Hazle Township Early Learning Center**

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**HTELC Transition Plan**

**2024-2025**

### **Introduction**

To ensure success for all students, HTELC prepares students to transition between grade levels, focusing on transitions to kindergarten and from 2nd to 3rd grade.

### **Transition to Kindergarten**

**Parent Invitations and Visits:**

* Invitations are sent to parents through coordination with Early Intervention, Head Start, and Pre-K Counts participating schools.
* Local Luzerne County Head Start programs visit kindergarten classrooms to observe a typical day.
* Head Start students visit HTELC for two hours and participate in a kindergarten prep activity.

**Kindergarten Registration**

**English Language Learners:**

* Students are assessed for language proficiency when Home Language Surveys indicate a need.
* Nurses and Child Accounting staff enroll each student/family by appointment.
* Students are enrolled within five days of the date of the initial parent contact to request enrollment.

**Special Education/Early Intervention:**

* In January, the Early Intervention (EI) Team meets to recommend which students will re-qualify for School-Age Disabilities.
* If a student qualifies, then an IEP Team meeting is held at the home school, and all stakeholders are invited.
* During the months of February and March, individual transition meetings are held with parents and school psychologists.
* May through August, parents of each EI student are invited to student orientation at the school to view the building facilities, meet their teachers, and other related school faculty.

**Kindergarten Orientation:**

* Held every August, all kindergarten students and their families are invited.
* Families meet school staff and administration, including the principal, guidance counselor, and school nurse.
* Attendees learn about school rules and expectations.
* Students meet their kindergarten teacher and explore their classroom.

### **Transition from 2nd to 3rd Grade**

**School Tours and Meetings:**

* Second grade students tour Maple Manor Elementary Middle School.
* Students meet and talk to current third grade students, the school principal, assistant principal, guidance counselor, and school nurse.
* They receive a tour of the building and learn about class switching.

**Academic Preparation:**

* Second grade teachers provide students and their families with an academic packet to help prepare for early third grade skills over the summer.