



Your program name
PROGRAM

FIRST WEEK TRANSITION PLAN

First week transition plan

Fill in with the family before day one, then keep it in the room all week.

Child _____ Age _____ First day _____ Primary teacher this week _____

DAY	PLANNED HOURS	WHO DROPS OFF	WHAT WE WILL TRY THAT DAY	HOW IT ACTUALLY WENT	FAMILY MESSAGED
Visit before day 1	1 hr, parent stays		Meet the teacher, see the cubby, play		☐
Monday	2 hrs, no nap				☐
Tuesday	Half day, lunch				☐
Wednesday	Half day + nap				☐
Thursday	Most of the day				☐
Friday	Full day				☐

GOODBYE ROUTINE, AGREED WITH THE FAMILY

Where the goodbye happens

Place

What the parent says, in their words

The words

What we do the moment they leave

Our next move

☐ Family agreed: say goodbye once, then go, and we message once they settle.

SLEEP

Their word for nap or sleep

Usual nap time and length at home

What helps them fall asleep

What they sleep with

COMFORT AND WORDS WE SHOULD KNOW

Word for the bathroom

Word for a bottle or drink

Siblings and pets by name

What they love right now

What settles them when they are upset

DAILY MESSAGE TO THE FAMILY

One line each day at _____ time _____ by _____

app, text, call

Day one: message as soon as they settle, and say what they are doing right now.

END OF WEEK: WHAT TO CHANGE FOR WEEK TWO

TEACHER

PARENT, PLAN AGREED

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