

Transition to Kindergarten  
**Toolkit**  
**User Guide**

## Toolkit Objective

The goal of the Transition to Kindergarten Toolkit is to support the success of Florida students transitioning to kindergarten by providing transition resources for use by districts, schools, educational centers, educators and families.

## Toolkit Overview

This user guide provides a Timeline of Suggested Activities for implementing the toolkit resources. The toolkit includes resource documents, such as customizable event flyers and informational tip sheets, targeting various transition milestones. This guide is divided by quarter: winter, spring, summer and fall. Each section of the guide includes an index of the toolkit resources that are introduced in that quarter. Many of the toolkit resources are editable templates that you may personalize as needed.

### Access the Full Toolkit

Division of Early Learning

Florida Department of Education

*[FloridaEarlyLearning.com/vpk/Families/  
Transition-to-Kindergarten](https://FloridaEarlyLearning.com/vpk/Families/Transition-to-Kindergarten)*

# Timeline of Suggested Activities

Winter

Spring

Summer

Fall

Quarter	Districts, schools and educational centers may...	Educators may...	Families may...
Preschool Winter	<ul style="list-style-type: none"> <li>Initiate kindergarten registration campaign.</li> </ul>	<ul style="list-style-type: none"> <li>Continue assembling each preschool student's Child Portfolio.</li> <li>Meet with families to talk about each child's portfolio and kindergarten expectations. (e.g. including informational tip sheets)</li> <li>Begin using the Toolkit's "Social Media Calendar" as a tool to engage the community in the transition to kindergarten.</li> </ul>	<ul style="list-style-type: none"> <li>Support their child's learning at home based on the most needed skills.</li> <li>Read with their child every night from recommended book titles in the Toolkit's "Preschool Booklist."</li> <li>Complete activities included in the Division of Early Learning Transition to Kindergarten Activity Calendar</li> </ul>
Preschool Spring	<ul style="list-style-type: none"> <li>Inform families about any elementary school events that new kindergarten students may be invited to attend. (e.g. open house, assemblies, school plays/ concerts)</li> <li>Remind families about the importance of school attendance as you plan their child's transition to kindergarten. Inform families about the impact their child's regular attendance has on their academic and social development.</li> <li>Schedule kindergarten family visit day.</li> <li>Host PreK graduations.</li> </ul>	<ul style="list-style-type: none"> <li>Incorporate transition to kindergarten read-aloud books from recommended book titles in the Toolkit's "Transition to Kindergarten Booklist."</li> <li>Continue having parent-teacher conferences to discuss targeted academic skills and social- emotional readiness.</li> <li>Provide summer transition tip sheets and recommended activities to complete with the child. (e.g. tip sheets "How to Have a Smooth Transition to Kindergarten" and "9 Practical Tips to Help Your Child Transition to Kindergarten")</li> </ul>	<ul style="list-style-type: none"> <li>Begin speaking with their child about kindergarten and what it will be like.</li> </ul>

Quarter	Districts, schools and educational centers may...	Educators may...	Families may...
<b>Preschool Summer</b>	<ul style="list-style-type: none"> <li>■ Remind families to talk with their child about the upcoming school year and share their excitement about what their child will be learning in kindergarten by continuing to post on social media platforms from the recommended posts in the “Social Media Calendar.”</li> <li>■ Build excitement by hosting a summer family event. (e.g. back-to-school celebration, orientation)</li> <li>■ Share data as available; conduct teacher-teacher data chats PreK-K, including IEP’s to build the data bridge.</li> </ul>	<ul style="list-style-type: none"> <li>■ Finalize Child Portfolios with kindergarten information. (e.g. supplies, first day of kindergarten)</li> <li>■ Mail a postcard to each student indicating how excited you are to meet them on the first day of school.</li> <li>■ Help the students get familiar with their classroom and school by participating on school-related activities. (e.g. activity sheet: “Explore Kindergarten: Team Scavenger Hunt”)</li> </ul>	<ul style="list-style-type: none"> <li>■ Complete suggested summer transition activities.</li> <li>■ Drive by the school or center where the child will be attending kindergarten.</li> </ul>
<b>Kindergarten Fall</b>	<ul style="list-style-type: none"> <li>■ Schedule home visits at the beginning of the school year to help build relationships and open lines of communication between schools and families.</li> <li>■ Remind families about attending kindergarten screening events or other transition to kindergarten events. (e.g. “Open House Invitation” flyer)</li> </ul>	<ul style="list-style-type: none"> <li>■ Create specific opportunities to build positive relationships with families and children. (e.g. activity sheet: “My New School Scavenger Hunt”)</li> <li>■ Share children’s portfolios during parent-teacher conferences and explain how their child is learning and growing each day at kindergarten.</li> </ul>	<ul style="list-style-type: none"> <li>■ Get involved in school events.</li> <li>■ Volunteer in their child’s classroom at least once a month.</li> <li>■ Communicate with teachers regarding any concerns they have about their child.</li> </ul>

# Timeline of Suggested Activities



## Preschool Winter

### December

- Districts, schools and education centers may provide teachers with the educator-oriented transition tip sheet “How to Facilitate a Smooth Transition to Kindergarten.”
- Educators may provide families with access (digital or print) to the Division of Early Learning Transition to Kindergarten Activity Calendar.

### January

- Districts, schools and educational centers may begin the registration campaign. (e.g. flyers “Don’t Wait to Register for Kindergarten,” “Ready, Set, Go! It’s Time to Register for Kindergarten” and “Have You Registered for Kindergarten?”)
- Educators may continue to collect student work samples and evidence to be included in each Child Portfolio. (See the “Child Portfolio Template” in the Preschool Winter Resources list)
- Districts, schools and educational centers may begin using the “Social Media Calendar” as a tool to engage the community in the transition to kindergarten. (See the “Social Media Calendar” in the Preschool Winter Resources list)
- Educators may conduct mid-year parent-teacher conferences to discuss the child’s progress. Share specific successes and learning goals based on each child’s collected assessment data. See the Sample “Parent-Teacher Conference Templates” in the Preschool Winter Resources list.

### February

- Educators may provide families with informational tip sheets and infographics about strategies to support their child’s learning at home.
- Families may support learning at home by strengthening their child’s skills based on teacher recommendations and by reading every night with their child. For suitable choices, see the “Preschool Booklist” in the Preschool Winter Resources list.

## Preschool Winter Toolkit Resources

Title	Type	Customizable (Yes/No)	Target Audience
How to Facilitate a Smooth Transition to Kindergarten	Tip Sheet	No	Communities, Schools, Educators
Child Portfolio Template	Checklist	Yes	Educators, Families
Social Media Calendar	Campaign	Yes	Communities, Schools, Families
Preschool Booklist	Booklist	No	Educators, Families
Sample Parent-Teacher Conference Templates	Sample Form	Yes	Educators
Don't Wait to Register for Kindergarten	Flyer	Yes	Families
Ready, Set, Go! It's Time to Register for Kindergarten	Flyer	Yes	Families
Have You Registered for Kindergarten?	Flyer	Yes	Families
DEL Transition to Kindergarten Activity Calendar	Activity Calendar	Yes	Families

# Timeline of Suggested Activities

Winter

Spring

Summer

Fall

## Preschool Spring

### March

- Districts, schools and educational centers may distribute important information on attendance. (e.g. tip sheet “Showing Up for Success: Attendance Tips”)
- Districts, schools and educational centers may continue sending out reminders about any upcoming kindergarten or school events posting on social media platforms using the “Social Media Calendar” in the Preschool Winter Resources list.
- Educators may begin reading books and discussing in class about transitioning to kindergarten. For suitable book choices, see the “Transition to Kindergarten Booklist” in the Preschool Spring Toolkit Resources list.

### April

- Districts, schools and educational centers may host prekindergarten graduations. (See the “Prekindergarten Graduation Certificate” in the Preschool Spring Resources list)
- Districts, schools and educational centers may coordinate and distribute “Join Us for Families-Visit-Kindergarten Day!” flyer for preschool families to visit their future kindergarten classroom or school. (See the flyer in the Preschool Spring Resources list)
- Educators may provide families with tip sheets including “How to Have a Smooth Transition to Kindergarten.”
- Families may begin talking about kindergarten with their child.

### May

- Districts, schools and educational centers may share reminder with families about kindergarten orientation day, which will take place in August.
- Educators may provide families with a summer transition activities calendar.
- Educators may hold conferences with families about their completed child portfolios including assessment data AP3 and tips for helping with a smooth transition. (e.g. tip sheet “9 Practical Tips to Help Your Child Transition to Kindergarten”)

## Preschool Spring Toolkit Resources

Title	Type	Customizable (Yes/No)	Target Audience
Showing Up for Success: Attendance Tips	Tip Sheet	No	Families
9 Practical Tips to Help Your Child Transition to Kindergarten	Tip Sheet	No	Families
Transition to Kindergarten Booklist	Booklist	No	Educators, Families
Prekindergarten Graduation Certificate	Certificate	Yes	Families
Join Us for Families-Visit-Kindergarten Day!	Flyer	Yes	Families
How to Have a Smooth Transition to Kindergarten	Tip Sheet	No	Families



# Timeline of Suggested Activities



## Preschool Summer

### June

- Districts, schools and educational centers may continue to use the “Social Media Calendar” as a tool to engage the community in the transition to kindergarten during the summer months. (See the “Social Media Calendar” in the Preschool Winter Resources list)

### July

- Districts, schools and educational centers may build excitement by hosting a back-to-school celebration with a focus on the transition to kindergarten using the “Back-to-School Celebration Flyer” in the Preschool Summer Resources list.
- Kindergarten educators may send home “Welcome to Kindergarten” postcards. (See the postcards in the Preschool Summer Resources list)

### August

- Districts, schools and educational centers may coordinate home visits.
- Districts, schools and educational centers may disseminate information about Kindergarten Orientation. (See the flyer in the Preschool Summer Resources list)
- Educators may participate in scheduled teacher data chats about PreK-K.
- Educators may send home helpful information such as the tip sheet “What Your Child Needs to Know to Be Ready for Kindergarten.”
- Educators may use on the first day of school the “Explore Kindergarten: Team Scavenger Hunt” activity sheet to help students become familiar with their new classroom and school. (See the activity sheet in the Preschool Summer Resources list)

## Preschool Summer Toolkit Resources

Title	Type	Customizable (Yes/No)	Target Audience
Back-to-School Celebration Flyer	Flyer	Yes	Families
Welcome to Kindergarten Postcards	Postcard	Yes	Educators, Families
Kindergarten Orientation	Flyer	Yes	Families
What Your Child Needs to Know to Be Ready for Kindergarten	Tip Sheet	No	Families
Explore Kindergarten: Team Scavenger Hunt	Activity Sheet	Yes	Educators, Students

# Timeline of Suggested Activities



## Kindergarten Fall

### September

- Districts, schools and educational centers may send families a notice about any school open house opportunities. (e.g. “Hello Kindergarten Families! [Open House Invitation]”)
- Educators may distribute the “My New School Scavenger Hunt” activity sheet to families while they are exploring the school during open house. (See the activity sheet in the Kindergarten Fall Resources list)

### October

- Educators may hold conferences with families about kindergarten expectations.

### November

- Families and kindergarten children have successfully transitioned by this time.
- Educators may distribute flyers for school events and volunteer opportunities to continue promoting family involvement.

## Kindergarten Fall Toolkit Resources

Title	Type	Customizable (Yes/No)	Target Audience
Hello Kindergarten Families! (Open House Invitation)	Letter	Yes	Families
My New School Scavenger Hunt	Activity Sheet	Yes	Families



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