

Transfer Plan – HB/CB

Child's name: _____ FA/HBT: _____

Child's current class/area: _____ Child's prospective new class/area: _____

FA/HBT discussed transfer with parent on _____ in person phone
(date)

**For children transferring TO Home-Based, skip to Section 4.
Complete Sections 1 & 2 ONLY if the child is transferring classrooms within the same center.**

Section 1: Family Advocate forwards to current teacher the following information:

- Copies of child's Health & Safety paperwork
(Staple copies of Health and Safety forms to this paper and give to the new teacher)

- Positive Behavior Support Plan – Contact Dis./MH Coordinator to schedule a conference, if applicable.

Section 2: New Teacher documents child's activities in new classroom
(only after the above paperwork has been received from the classroom teacher)

Date	Length of time in new classroom	Activities child participated in	How did the visit go?

Section 3: Advocate and new teacher should schedule a transfer visit with the parent(s) in the home.
***Transfers from HB- HBT should give ALL original paperwork to FA prior to transfer visit.**

- Center-Based Teacher Responsibilities:** *(Review and update all items marked with *)*
- | | |
|--|--|
| <ul style="list-style-type: none"> <input type="checkbox"/> *Health History <input type="checkbox"/> *Release of Children <input type="checkbox"/> Discuss developmental screening <input type="checkbox"/> Parent/Teacher Agreement <input type="checkbox"/> Discuss transition information, if applicable <input type="checkbox"/> Parent/Guardian Information Form, if applicable | <ul style="list-style-type: none"> <input type="checkbox"/> Medical Alert, Medication, Dietary Forms <input type="checkbox"/> Emergency Care Information <input type="checkbox"/> Infant Report from Parents (EHS- under 2 only) <input type="checkbox"/> Cultural/Home Language Survey <input type="checkbox"/> Discuss special needs follow-up, if applicable |
|--|--|
- Classroom is ready w/ labels and materials (cubby, circle, table, etc.) _____ CBT initials

Family Advocate Responsibilities: FA should NOT complete all new paperwork on the child!

***For children transferring from another CB classroom - FA should just update the forms below.*

***For children transferring from HB - FA should update/review/complete as noted below:*

(UPDATE/REVIEW the following)

- Begin Health Sheet and Health Progress Sheets
- Permission and Consent
- Family Partnership and ongoing social service needs in ChildPlus

(COMPLETE the following)

- Use handbook to review program Discuss attendance policy
- DCFS Summary of Licensing Standards/Verification of Receipt
- CB Transportation Agreement (*copy to transporter*)
- CACFP Enrollment Form and explain using CACFP Building for the Future handout
- Permission for dental exam and cleaning & fluoride, if applicable (Pike, Cass & Macomb)

Section 4: FOR CHILDREN TRANSFERRING TO HOME-BASED ONLY

***Transfers to HB- FA/Former HBT should give ALL original paperwork to HBT prior to transfer visit.**

Home-Based Teacher Responsibilities: HBT should NOT complete all new paperwork on the child!

***For children transferring from another HB area- HBT should just update the forms below.*

***For children transferring from a Center - HBT should update/review/complete as noted below:*

(COMPLETE the following)

- Use handbook to review program Discuss attendance policy Parent/Teacher Agreement

(UPDATE/REVIEW the following)

- Health History Begin Health Sheet and Health Progress Sheets
- Emergency Care Information Medical Alert, Medication, Dietary Forms
- Permission and Consent Family Partnership and ongoing SS needs in ChildPlus
- Parent/Guardian ID Form, if applicable Child Family Cultural Survey/Education for SR
- Discuss developmental screening Discuss special needs follow-up, if applicable
- Discuss transition information, if applicable Timetable/Calendar

I agree my child is ready, and has been adequately prepared to transfer to his/her new classroom/area.

Parent/Guardian Signature

Date

New Teacher's Signature

Date

Family Advocate/Home-Based Teacher Signature

Date