

Use this Tip Sheet to plan group transitions from outside to inside and from free play to a structured activity.

## Planning for Success

Effective transitions are designed intentionally, just like any other activity. This outline uses before, beginning, middle, and end phases to detail how to move a group from one activity to another while keeping children engaged and on task.



### Helpful Tip

For ideas on songs or games to use in transitions, check out the **Transition Activities Tip Sheet**

## TRANSITIONING



**Outside** to **Inside**



### Before



Before going outside, **teach the group a cue** or activity you'll use to signal it's time to clean up and go inside.

### Beginning



**Start the transition by signaling** there are 5 minutes left before going inside using the cue you practiced. Then, give the cue to clean up and go inside. Make sure cues are clear and specific, so everyone understands.

### Middle



During the transition, **each staff member should have a clearly defined role.** For example, who will stay with the children to keep them engaged in a pre-determined activity near the door? Who will do a final sweep to make sure all toys are picked up and nobody is still on the playground?

### End



Once inside, **give specific, positive feedback** on what they did well. Continue keeping kids engaged by having at least one staff member with them as you move to your next activity. If needed, now is when a second staff member could set up that activity.

## TRANSITIONING



# Free Play to Structured Activity



## Before



Before free time starts, practice a cue you will use when it's time to clean up and prepare for what's next.

## Beginning



Using cues you practiced, give a 5-minute clean-up cue, followed by the signal to start cleaning up.

## Middle



While kids are cleaning up, one caregiver will be in charge of final clean-up of free play area, while another caregiver will run the transition activity to keep kids focused while moving to the next part of the schedule.

## End



Now that the group is ready for the next part of the day, give specific praise on what went well during the transition. This is also when a designated staff member should set up the next activity, if necessary.

## Accommodations

The whole group benefits when children with specific needs have appropriate accommodations built into transitions. Try assigning children helper roles or job titles, like Clipboard Holder or Lego Supervisor, to offer extra structure during transitions and support children who need more direction during busy times. Think of creative ways to work existing individual supports into your transition plans, too!



### REMEMBER

**Giving more cues** can help children who need more structure or groups that struggle with transitions.

For example, signal when there are 30 minutes, 10 minutes, 5 minutes, and 2 minutes left.

