

A Staff Training Aid

Transitions

A Publication of the Environments Professional Group

Transitions in early childhood classrooms are the “between” times from one scheduled activity to the next. Transitions that work well can make the scheduled activities cohesive and promote successful classroom management. Planned transitions rarely last for more than 5 minutes, but they help keep children on task and ready to move on to the next classroom activity. Successful strategies involve adult support in making the transitions and allowing the children to make choices.

Types of Transitions

There are several types of transition activities including musical, physical, creative, and cognitive.

- **Musical transitions** involve the use of music, songs, or instruments and are popular with young children.
- **Physical transitions** encourage children to use their bodies. Physical transition activities also often include creativity as children pretend and use movement as part of the fun.
- **Creative transitions** frequently involve “let’s pretend” activities that may also incorporate music or physical movement.
- **Cognitive transitions** may incorporate independent play with manipulatives, individual “reading,” or a circle time reading activity in which the teacher reads a book to the group.

Transitions are important for young children as they gear down or gear up for the next activity, and transitions normally precede important routines. For example, before rest time the teacher may read a book to the children and then play soft music to help the children relax and prepare for rest. Other examples include the use of transition activities to help children wind down from outdoor activities, gear down before going to lunch, or prepare for cleanup time. **Alternating active and quieter activities helps make transitions proceed more smoothly.**

Skilled teachers should have a tried and true collection of activities available, not only for planned transitions, but also for unplanned redirection of children as part of a suc-

“Staff Development, Motivation & Team Building” Resource Guide

In addition more free available training is available through the Texas Child Care Licensing website: www.dfps.state.tx.us, click underneath the baby clip on the bottom right hand side. The baby looks like the one just underneath this statement. Certificates are provided for you through their website.

Got Infants or Toddlers?



[Get online training to strengthen the quality of care you provide](#)

Below is an example of what a certificate should look like when you create one for the training you are providing, note that you can change the 746.1317 standard number and how you qualify to give this training to your staff.

Certificate of Participation

is hereby granted to

Staff Name

to certify completion of training of ___ **clock hours** at
“Transitions” Staff Development Workshop
presented on _____
by _____ Child-Care Center

Topics:

“Transitions”

Core Knowledge Areas:

Teacher-Child Interaction &

Planning Developmentally Appropriate Learning Activities

Child-Care Center Director

Under Texas Minimum Standard 746.1317 6. A & B

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Create a workshop evaluation form such as the one provided below. This is useful if you are open to constructive criticism. Which can be difficult at times to be receptive to. There’s always room for improvement.

WORKSHOP EVALUATION FORM	
Name of Presenter: _____	Date: _____
Title of Workshop: _____	
Overall, how would you rate this workshop?	
1. How would you rate the usefulness of the content? (1 2 3 4 5)	
2. How would you rate the hands-on activities? (1 2 3 4 5)	
3. How would you rate the presenter’s knowledge in the subject? (1 2 3 4 5)	
4. How would your rate the presenter’s style of teaching? (1 2 3 4 5)	
5. How would you rate the pace of the presentation? (Too fast Too slow Just right)	
6. Was the workshop above or below your current skill level? (Above Below Just right)	
7. What did you like best or find most useful about the presentation?	

Props can be added to help get your point across, in this case you can add Dr. Jean “Cheer Cards”, you may want your staff to make a set to use. And then you can also view her on YouTube doing the “Cheer Cards”, setup on a large smart tv for all to view.

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STAFF MOTIVATION

Motivating your staff by praising them for their good work, attitude, work ethic, etc. The absence of recognition leaves your staff feeling that no matter how hard they work, nobody notices. You will begin to see their efforts decrease. Here are some reward ideas to help you motivate you're staff.

Ideas: buy their favorite soda, lunch with the director, thank you phone call or note, 1/2 day off, parking space, gift card, nails, employee of the month, flowers or balloon bouquet, magazine subscription, tickets to an event, etc.

This formula can give a realistic money goal to use in order to give your staff a raise. There is a “Fundraising” Hand-Out on our website download if you need fundraising ideas. If you do not want to do a fundraiser, remember you can also sell water, sodas, snacks, etc. You can also use the sales from the snack fund for Christmas Bonus or raises.

Staff Raise Formula :

\$.25 raise X 40 hours = \$ 10 weekly

\$10 weekly X 52 weeks = \$520 yearly

\$520 yearly X _____ #employees = \$_____ goal

TEAM BUILDING

Team building can help your staff feel a sense of pride and belonging. Pair staff up and give them an assignment example “Birthday Team” - is in charge of children’s and staff’s birthday recognition. Let them decide how they will do this, they report back to you with their ideas. You give feedback and value their input and suggestions. These teams allow you to delegate some job duties.

Here are some ideas:

Birthday Team, Safety Team, Fire Drill Team, First Aide Team, Field Trip Team, FaceBook Team, Arts & Crafts Team, Inventory Team, Recess Games Team, Posting Team, etc.