

**Example of an invitation from an elementary school (Receiving program) to an early education and care programs (Sending Program)**

**(from: Survey of Transition to Kindergarten practices in the State of Hawai'i, May 2003)**

**WHO:** Elementary School Administrators, Elementary School Staff, Transition Teams  
**WHAT:** Reaching out to incoming kindergarten children and families and neighborhood early education and care programs  
**WHEN TO USE:** Springtime. One way to use this:  
Mail Invitation to: 1. Families who are already registered for Kindergarten  
2. Incoming Preschool and Head Start children and their teachers and parents. (see Licensed Preschool mailing address list in TOOLKIT Section-Tab 4)



DEPARTMENT OF EDUCATION  
\_\_\_\_\_ Elementary School

TO: Preschool Directors  
FROM: \_\_\_\_\_, Principal  
\_\_\_\_\_ Elementary School  
SUBJECT: Visitation to Elementary School

We invite you to bring your students who will be attending \_\_\_\_\_ Elementary School this coming August to visit our school on Friday, May 23, 2003. Our agenda includes:

- 8:30-Arrival at school. Please report to the school cafeteria. (See map attached)
- Welcome and introduction of staff.
- 9:00-Visit to kindergarten classrooms
- 9:15-Return to cafe for juice and cookies.
- 9:30-Departure from school



Children will visit the classroom they are scheduled to be in next year if they have completed all required registration forms. There are 7 Kindergarten classrooms next year. Please keep this in mind when determining the number of adults you will need to assist children during the classroom visitation. Parents are welcome to accompany their child. Call our school office by May 16 to confirm your preschool's attendance and the number of students. Please have your students wear name tags during their visit.

If you have any children with special needs (i.e. gifted behavioral concerns, etc.....) that we should be aware of, please let us know as soon as possible. We are creating our kindergarten class lists and will use this advance information to balance our classes. If you have any questions, call \_\_\_\_-\_\_\_\_.

We look forward to meeting you and the children!