

### **CLASSROOM TRANSITIONS**

Every time the classroom transitions  
from one location to another:

1. Complete an actual/visual roll call and note time of transition.
2. Reconfirm attendance by checking off each child's name.
3. Note official class count and initial below column.

### **CHILD TRANSITIONS**

Every time a child or children leave  
the room for another location:

1. Note the child/children's departure time and initial in the "depart" column of the roster section.
2. Ensure that the child/children's arrival is noted on the transition tracking sheet at the new location if still in our care.
3. Re-enter the child/children's name on the roster section and note the arrival time and initial if the child returns.

### **TEACHER TRANSITIONS**

Every time a teacher enters or leaves  
an area of care as a caregiver:

1. Complete an actual/visual roll call.
2. Confirm attendance by checking off each child's name.
3. Note official class count and initial.

### **DEFINITIONS**

**Transitions:** whenever a child or teacher moves from one location to another, for examples: an individual child leaves the room to attend an enrichment activity; a group of children go out to the playground; the class takes a field trip to the local zoo; a teacher leaves the room to take a scheduled break.

**Area of care:** any area such as the homebase, playground, common area, etc. where a teacher is responsible for children.

# Transition Tracking Sheet

Homebase Ms. Jamie & Mrs. Dede Class

Date 3/3/23

## ROSTER

	Child's (Full) Name	Arrive	Time:	Time:	Time:	Time:	Time:	Time:	Time:	Time:	Time:	Time:	Time:
			800	830	835	900	930	1030	1130	1230	100	300	400
1	Jusie	730 a	✓	✓	✓	✓	✓	0	✓	✓	home		
2	Bobby	730 a	✓	✓	✓	✓	✓	0	✓	✓	✓	✓	home
3	Joey	745 a	✓	✓	✓	✓	✓	0	✓	✓	✓	✓	home
4	Sally	750 a	✓	✓	✓	✓	✓	0	✓	✓	home		
5	Molly	800 a	✓	✓	✓	✓	✓	0	✓	✓	✓	✓	home
6	Stewie	800 a	✓	✓	✓	✓	✓	0	✓	✓	✓	✓	home
7	Mary	815 a		✓	✓	✓	✓	0	✓	✓	✓	✓	home
8	Kevin	815 a		✓	✓	✓	✓	0	✓	✓	home		
9	Kyle	815 a		✓	✓	✓	✓	0	✓	✓	home		
10	Jared	820 a		✓	✓	✓	0	✓	✓	✓	home		
11	Lia	830 a		✓	✓	✓	0	✓	✓	✓	✓	0	home
12	Valerie	840 a				✓	0	✓	✓	✓	✓	0	home
13	Natalie	840 a				✓	0	✓	✓	✓	✓	0	home
14	Owen	845 a				✓	0	✓	✓	✓	✓	0	home
15	Oniah	845 a				✓	0	✓	✓	✓	✓	0	home
16	Kate	900 a				✓	0	✓	✓	✓	✓	0	home
17	Jsley	900 a				✓	0	✓	✓	✓	✓	0	home
18													
19													
20													

	✓	0	✓	0	✓	0	✓	0	✓	0	✓	0	✓	0	✓	0	✓	0		
COUNT	6		11		11		17		9	8	8	9	17		17		12	5	6	0
TOTALS	6		11		11		17		17	17	17	17	17		17		12	11		0
INITIALS	JS		JS		DM		JS		JS	DM	DM	JS	AB (1130)		DM		JS	DM		AB
													AB (1130)				AB (1230)	DM (130)		AB

✓ = In / 0 = Out

# Transition Tracking Sheet

Homebase After Care

Date 3/20/13

## ROSTER

Child's (Full) Name	Arrive	Time:	Time:	Time:	Time:	Time:	Time:	Time:	Time:	Time:	Time:	Time:	Time:
		110	120	2:00	2:45	4:00	4:10						
1 Kimberly m.	10:5	✓	✓	✓	home								
2 Lia F	"	✓	✓	✓	✓	✓	home						
3 Alison D.	"	✓	✓	✓	3:40	home							
4 Bailey H	"	✓	✓	✓	3:55	home							
5 Chloe S	"	✓	✓	✓	✓	home							
6 Micah L.	"	✓	✓	✓	3:50	home							
7 Jameson F	"	✓	✓	✓	3:50	home							
8 Barrett W.	110	✓	home										
9													
10													
11													
12													
13													
14													
15													
16													
17													
18													
19													
20													

	✓	○	✓	○	✓	○	✓	○	✓	○	✓	○	✓	○	✓	○	✓	○	✓	○
COUNT	8	7	7	2	1	0														
TOTALS	8	7	7	2	1	0														
INITIALS	AS	AS	AS	DM	DM	AS	AS													

✓ = In / ○ = Out

# Transition Tracking Sheet

Homebase Class 1 ??

Date ??

## ROSTER

	Child's (Full) Name	Arrive	Time:	Time:	Time:	Time:	Time:	Time:	Time:	Time:	Time:	Time:	Time:	Time:	Time:	Time:	Time:
			800	835	900	930	1030	1100	1130	1230	100	300	400	500	540	600	
1	Sissi	730 a	✓	✓	✓	✓	0	0	✓	✓	home						
2	Bobby	730 a	✓	✓	✓	✓	0	0	✓	✓	✓	✓	0	✓	home		
3	Joey	745 a	✓	✓	✓	✓	0	0	✓	✓	✓	✓	0	✓	home		
4	Molly	750 a	✓	✓	✓	✓	0	0	✓	✓	home						
5	Stella	800 a	✓	✓	✓	✓	0	0	✓	✓	✓	✓	0	✓	home		
6	Margy	800 a	✓	✓	✓	✓	0	0	✓	✓	✓	✓	0	✓	✓	home	
7	Kelvin	815 a		✓	✓	✓	0	0	✓	✓	✓	✓	home				
8	Kyle	815 a		✓	✓	✓	0	0	✓	✓	home						
9	Jared	830 a		✓	✓	0	✓	✓	✓	✓	home						
10	Lia	830 a		✓	✓	0	✓	✓	✓	✓	home						
11	Valerie	900 a			✓	0	✓	✓	✓	✓	✓	0	0	✓	home		
12	Natalie	900 a			✓	0	✓	✓	✓	✓	✓	0	0	✓	✓	home	
13	Owen	900 a			✓	0	✓	✓	✓	✓	✓	0	home				
14	Imiah	900 a			✓	0	✓	✓	✓	✓	✓	0	0	✓	✓	home	
15	Kate	900 a			✓	0	✓	✓	✓	✓	✓	0	0	home			
16	Esley	1100 a						✓	✓	✓	✓	0	0	✓	✓	home	
17																	
18																	
19																	
20																	

	✓	0	✓	0	✓	0	✓	0	✓	0	✓	0	✓	0	✓	0	✓	0	✓	0	✓	0	✓	0	✓	0	✓	0	✓	0	✓	0	✓	0	
COUNT	6	10	15	8	7	7	8	9	8	16	16	11	5	6	9	8	4																		
TOTALS	6	10	15	15	15	16	16	16	16	11	11	9	8	4																					
INITIALS	SS	JB	DM	JB	DM	JB	DM	JB	DM	DM	AB	DM	DM	DM	DM	DM	AB	AB																	

✓ = In / 0 = Out

# Transition Tracking Sheet

Homebase \_\_\_\_\_

Date \_\_\_\_\_

<b>ROSTER</b>
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	Child's (Full) Name	Arrive	Time:	Time:	Time:	Time:	Time:	Time:	Time:	Time:	Time:	Time:	Time:
1													
2													
3													
4													
5													
6													
7													
8													
9													
10													
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20													

<b>COUNT</b>																				
<b>TOTALS</b>																				
<b>INITIALS</b>																				

✓ = In / O = Out

