

# Transition Planning Guide

## Preparing for the move

Current caregiver shares information about the child in a write up to include:

- Anything that will help the new caregiver in caring for the child.
- The child's typical routine – bedtime, meal time, bath time, home work, etc
- Likes and dislikes – foods, games, hugs, etc.
- Strengths and areas of improvements
- Favorite foods
- Comfort items
- Stressful times and fears
- Effective discipline techniques
- Hobbies, extra curricular activities, etc.

Trade pictures

- Both families share pictures
- Foster family provides the child with a photo album commemorating his time with them
- Receiving family sends pictures to the foster family to hang in child's room and for them to talk about the new family

How to tell the child?

- This should be a team decision made by those that know the child best – foster family, therapist, case manager, etc.
- It should be explained at a age appropriate level.
- If possible explain the timeframe and steps towards the move.
- Don't over promise.

## When should it occur?

- Week day or weekend? – It shouldn't be during a time that is rushed
- Allow time to pack all of the child's items.
- What is going on in the child's life at that time? School, little league, birthday party, school play, etc.
- How will this impact school? Was an ESSA staffing held? Testing, grades, clubs, etc.
- Can the move wait until after the important event?
- When is the best time for the child to say good bye to everyone important to them?
  - At school
  - After school care
  - Day care
  - Neighborhood
  - Foster family members

## Who will take the child?

- Ideally the foster parent should take the child to the new placement or meet the new caregiver in a neutral location.
- Does the case manager need to be present?
- Do we need to involve the Child Placing Agency to support the foster parent?

## The move

- This will be an emotional time for everyone but the big people need to put on a happy face for the child.
- If appropriate, take pictures.

## After the move

- Ideally everyone would stay in touch – visits, back up baby sitter, phone calls, pictures.
- The sending parent needs to respect the boundaries of the receiving parent.
- Celebrate that you made a difference in a child's life