

Action Planning Form

Child Name: Cassie

Program: Village Pre-K

Date: 10-11-02

Team members: Mrs. Wilson (paraprofessional), Ms. Little (teacher), Mrs. Pope (parent), Mrs. Lentini (consultant)

Planning Objectives: Develop behavior support plan materials to assist Cassie at home and in preschool

Need	Action Steps	Person Responsible/ Date	Follow Up
<p>1. Laminated plan steps for home and classroom use</p>	<p>A. Write out steps, get approval.</p>	<p>Ms. Lentini by 10/24</p>	<p>Share with groups</p>
	<p>B. Develop laminated plan charts (2 copies for home and 2 copies for school)</p>	<p>By 10/28</p>	<p>Send home in backpack</p>
	<p>C. Develop 4 mini-plans to address transition issues. Must be small enough to fit in pocket.</p>	<p>By 10/28</p>	<p>Send charts home in backpack</p>

Need	Action Steps	Person Responsible/ Date	Follow Up
<p>2. Develop checklist to monitor outcomes</p>	<p>A. Develop checklist to monitor tantrums, use of “all done,” and overall daily affect.</p> <p>B. Share draft with team</p> <p>C. Make edits and distribute copies to team.</p> <p>D. Check in to see if it is being used</p>	<p>Ms. Little by 10/24</p> <p>By 10/24</p> <p>By 10/28</p> <p>11/15</p>	<p>Send copies home in backpack</p> <p>Ms. Pope will bring completed charts to the classroom.</p>

Need	Action Steps	Person Responsible/ Date	Follow Up
3. Visual for circle time	<p>A. Develop two visuals for circle time</p> <p>B. Laminate and Velcro</p>	Ms. Wilson by 10/28	
4. First/Then visuals for transitions	<p>A. Develop 4 First/Then visuals (two for school and two for home)</p> <p>B. Laminate and Velcro</p> <p>C. Identify basic pictures for each environments</p> <p>D. Make and laminate pictures</p>	<p>Ms. Pope by 10/28</p> <p>Talk with Ms. Little after school on 10/24</p>	School copies will be dropped off with Cassie.