



Mission Statement

Our mission is to provide each student with a comprehensive, individualized transitional experience that encompasses personal management, community resources, employability skills and life skills.

What is TAP?

The **Transition Assistance Program (TAP)** located at Windsor Prep High School supports students' individualized needs to become productive members of society. **TAP** is offered to students 18-21 years old who have successfully met the requirements for graduation and would benefit from an opportunity to acquire additional career and independent living skills. The classroom setting includes a curriculum of life skills instruction that is correlated to The Council for Exceptional Children Life Centered Education Transition Curriculum. **TAP** enables each student to reach their potential as independent, responsible and productive citizens while promoting work readiness, community involvement and independent living skills within a supportive environment. The program utilizes **Structured Learning Experiences, Experiential Learning and Community Based Instruction.**

Life Skills: Life Skills curriculum coincides with daily living activities such as:

- Self-Care Skills
- Daily Household Chores
- Social Skills
- Job Search Skills
- Transportation and Travel Training
- Independent Living Skills

Structured Learning Experience (SLE):

The SLE is the focal point of **TAP** and allows students the opportunity for experiential career exploration in work settings. SLE training plans are utilized as performance assessments by educators to determine the students' ability to perform job tasks independently. Each student will work with a certified job coach at a specific work site chosen to expose the student to a work environment.

Structured Learning Experience worksites include:

- Marriott Hotel
- Retail Stores
- Fairleigh Dickinson University
- Habitat for Humanity
- Eva's Village
- Hospitals and Health Care Agencies

Experiential Learning:

The **TAP** Program incorporates the learning styles of all students through the use of experiential learning. Students participate in hands-on experiences to practice and enhance academic and career readiness skills. Through these Experiential Learning activities students are able to practice skills in a functional setting with less frustration and intimidation. Learning becomes more meaningful and allows the skills to be retained more easily.

Experiential Learning Activities include:

- Kitchen Skills
- Accounting Skills
- Custodial Engineering
- Assembly and Production
- Administrative Office Skills
- Horticulture
- Photography and Graphic Arts
- Landscape/Architecture and Design

Community Based Instruction:

Community Based Instruction is sustained and repeated instruction that takes place within the community under the supervision of educators in real-life settings. Community Based Instruction is individualized to meet the particular needs of each student and to teach skills which relate to specific goals or objectives. The skills learned in the classroom and through community activities assist in students becoming functional members of society.

Community Based Instruction activities include:

- Grocery and Retail Shopping
- Restaurant Dining
- Recreational Activities
- Government Service Instruction (library, post office, etc.)
- Personal Banking Experience
- Volunteer Work

Portfolios:

TAP Program portfolios are the “toolbox” to the future for our students. Each student’s portfolio is started at the beginning of the program, updated and maintained until the student graduates. Individual portfolios become a resource and reference tool for students when pursuing opportunities post-graduation.

Portfolios include:

- Resumes
- Job Applications
- Legal Forms
- SLE Training Plans
- Career Interest Inventories and Assessments
- Information Regarding Support Agencies
- Job Interview Preparation Checklist

Clinical Services:

Our clinical program plays an integral role in the academic, learning and emotional growth of our students. Weekly counseling sessions are conducted. Clinical services include:

- Life Skills
- Self-Advocacy
- Self-management Skills
- Social and Behavioral Skills
- Communication Skills
- Team Work
- Stress Management

Extended School Year (ESY):

Our ESY program is a comprehensive career education program which helps students retain the fundamental life, work and academic skills learned throughout the school year. Students also participate in a recreational community based instruction activity each week.

Enrollment:

Students are referred to **TAP** by their district case managers. The case managers submit student records for review by the admissions staff to determine the appropriateness of our program for the student. If the student appears to be a good candidate, an intake interview is scheduled with the student, the parent(s) or guardian and a representative from the district.

