

Transitioning Young Children into the Early Childhood Program Pre-Kindergarten

Before the child's first day of attendance in any of our early childhood programs families must complete and submit the following documents to the Program Office:

- 1) the entire application packet
- 2) the child's most recent immunization record, including a lead screen test
- 3) the child's most recent physical (it must be dated within the prior twelve months)

Once all the listed documents are received the Program Director will set up a transition schedule, including the child's first full day of attendance. The transition schedule is dependent upon the age and development of the child and the needs of the family.

The following are the program's minimum requirements:

On the first transition day, the new pre-K child has a brief (15-30 minutes) visit to the classroom with a parent/guardian

On the second day of transition the child will spend the morning hours (until lunch) without the parent present. The child's pick-up time will be determined on a case-by-case basis by the Pre-K teachers, who will evaluate the child's adjustment.

By the third day most Pre-k children are ready to be dropped off for the full day.

A parent / guardian *must* be available by phone during all transition days in case the Pre-K teachers need to contact the family during the child's transition period.

Tuition will not be charged for the transition days when the child is present for 2 hours or less with the parent present.