

## **Transitioning Young Children into the Early Childhood Program Preschool**

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 day the new preschooler will spend an hour or two during the morning with a parent/guardian present.

On the second day the child will stay in the classroom without the parent until the end of lunch time (12:00 noon). The parent/guardian should remain nearby in case the child becomes too distressed to remain in the classroom.

On the third day the child may be dropped off to attend the full day program.

*If the child has had previous out-of-home child care experience*, and the transition is going well, he/she may attend the full day program on the second day without a parent present.

*If Graceworks is the child's first program away from home*, the parents and the Program Director may need to negotiate a slower transition process for the child.

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