

TRANSITION POLICY

Transition Policy (Updated 11/28/21)

Performance Objective: Shawnee Weekday Early Learning Center acknowledges that change and transitions can be unsettling to children when in unfamiliar surroundings with new caregivers and new routines. We feel transitioning takes time, preparation, planning, and patience. This policy details important information necessary for our staff and enrolled families to assist each child during their transition from one learning environment to another as seamlessly and comfortably as possible.

Operational Procedures:

Transitions occur many times as children develop throughout childhood. These transitions can include but are not limited to: starting in a new learning environment, transitioning from home to the childcare setting each day, transitioning into a new age group, starting care with a new provider, and when transitioning to kindergarten.

At SWELC, we recognize that children learn best when they feel safe, nurtured, and have positive experiences with caregivers and their peers. Therefore, children will be placed in a consistent environment with a primary caregiver that is knowledgeable about Developmentally Appropriate Practice specific to their age group.

Parents and caregivers must work together to share information about the child to ensure that their needs are met both at home and at school. Transitioning into new care should include a few visits to the new environment, if possible, to acclimate the child to the new learning environment, meet their new caregivers, and their peers with a trusted adult to ensure the child that they are safe. This also allows Administrators and Teachers to gauge when and if your child is emotionally ready to transition to the next age group. When the center begins preparing to transition a child, the teacher will first discuss the upcoming changes with parents or guardians. Children are transitioned into new classrooms according to space availability, age, as well as their development.

Additionally, hours of attendance may need to be shorter during the first week in a new classroom to allow children to have a positive experience and to have as little stress placed upon them as possible. We aim to develop a caring, professional, and respectful relationship with enrolled families and ask that parents have some flexibility during the child's first week in a new classroom.

Our goal is to support the children, the staff, and the families through transitions by encouraging all involved parties to keep the lines of communication open and get to know each other. We have a variety of communication options that allow families to contact the center in the way that is most convenient for them. It is important that all parents know who their child's caregivers are, where their children will be, and how to find their classroom. We encourage all families to tour the facility prior to their start date to ensure that they are comfortable with dropping their children off and also, have the opportunity to address any concerns or ask questions they may have.

This policy was created by Cheryl Munson and the Admin team. Read and agreed upon by all staff members at Shawnee Weekday Early Learning Center, as well as the SWELC Infant and Toddler Building. To be reviewed each year for modifications, if necessary.