

### **\*Transition Policy**

Welcome to The Potter's House: ☺ As children and families are welcomed into the program, time will be scheduled during the initial tour for the parents and teacher to become acquainted. Familiarizing the teacher with the family's cultural practices and preferences regarding – for example, sleep, mealtime, naptime, and child raising, can help the teacher to extend the consistencies of home into the center setting for the comfort of the child. An "All About Me" booklet will be made available for the family to complete together, so that the new child can be introduced to the class in a special manner during morning meeting time, with something tangible for the new friends to see and touch. On the first day, parents are asked to arrive at the center a half hour before normal so that the child's initial experience can be as pleasant, calm, and stress free as possible. This also allows any loose ends to be tied up with the office or classroom procedures, and allows for an unhurried "goodbye" routine to be developed for the family.

Transition from one classroom to another: In the event that a child shows accelerated development than is typical for his/her age, or the teacher and/or parents and/or director believe the child's needs and developmental progress might be better met in a different classroom setting, a transition plan will be presented. Upon written agreement from the parent, the child will begin the transition phase into a new group over a period of several days to a week. Please note that this event will take place only when space in the new group is available, and only if the child is emotionally and socially ready for a change of this nature. If the child shows signs of stress or lack of adjustment, the former classroom is not a beneficial option for the child, and the new classroom experience does not produce favorable results, the parents, teacher and director will work together to generate other possible options.

Promotion for a new school year: Families are invited to attend the Open House, meet the teacher, and explore the classroom, playground, gym, and dining room. It is a joyful time, and everyone is invited to come ready to play and meet new friends, both big and small! Written reminders to help everyone prepare for a successful school year and our enthusiastic, supportive staff will be available to families at that time. Families and staff will work together to ensure that the children leave feeling happy about the new school year experience, all necessary paperwork is completed and on file, teachers are trained in medical care plans, and all questions and needs of the families are answered to their satisfaction.

Departure from the center: ☹ Our staff becomes very attached to the precious children and families we are blessed to serve, so it is difficult to say goodbye! But we know that children outgrow us and life is full of change, so we purpose to support our friends when it's time to say farewell, for any reason. The Potter's House respectfully requests a two week notice in writing before a child is withdrawn from the program, simply so that we can practice good business management by trying to fill the vacant spot. Upon receiving the written notice of withdrawal, the family will be invited to share information of his/her upcoming new adventure. Pictures or brochures or information about the new home, school, or location are welcomed. A class picture will be made available and the children will contribute to a goodbye card that can be kept as a memento. A small party will be held on the child's last day to celebrate our friendship. Copies of the child's medical form, progress reports, assessments, and medical care Plans will be made available upon written request in order to assist the transition process for the family.