

ST. JOSEPH ACADEMY

Department:	ECEC
Number:	800.6
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I. Policy: Child Transition

Our goal is to meet the developmental needs of the individual child. We transition children when the child is:

- A. Developmentally ready to transition.
- B. Has aged out of the individual classroom age group.
 - Infant/M1 and M2: 6 week-1 year of age
 - EHS/M3: 1 year of age -3 years of age
 - Toddlers/M4: 1 year of age-2 years of age
 - EHS/M8: 1 year of age-3 years of age
 - Toddlers/M9: 1 year of age-2 years of age
 - EHS/M11: 1 year of age-3 years of age
 - Toddlers/105: 2 years of age-3 years of age
 - Preschool/106: 3 years or age-4 years of age
 - HS/Preschool/108: 3 years of age-4 years of age

II. Procedure:

- A. Our transition plan consists of the following:
 - 1. On the first two days (Monday and Tuesday) of transition, the child should be dropped off in their current classroom. A primary caregiver from the current classroom will take the child to the new classroom at 9:00 am. He/she will remain in the new classroom from 9-11am. A caregiver from the new classroom will walk the child back to the current classroom.
The third day (Wednesday) of transition, the parent will drop the child off in their current classroom. The child will visit the new classroom from 9am until after lunch time. A caregiver from the new classroom will walk the child back to the current classroom after lunch time.
 - 2. On the fourth day of transition (Thursday), the parent will drop the child off in their current classroom. The child will visit the new classroom from 9am until after nap time. A caregiver from the new classroom will walk the child back to the current classroom after nap time.
 - 3. On the final day (Friday), the parent will drop the child off directly in the new classroom. The child will spend the entire day there.
 - 4. The child will be a permanent member of the new classroom on the following Monday.
- B. Special Circumstances

In the event a child is having difficulty transitioning, a caregiver from the new classroom and a caregiver from the current classroom should switch places during the transition period to

help the child feel more comfortable. The child may have a longer transition if necessary. If both classrooms feel the transition will work more smoothly if a primary caregiver from the current room switches places temporarily with a caregiver from the new classroom that is fine, as long as the plan is communicated with the immediate supervisor.

If there is a situation where a child does not adjust well to moving back and forth, between the new classroom and the current classroom, we will discuss the possibility of moving the child immediately to the new classroom with the child's parent.

If a child is diagnosed with a specific disability or delay that impacts their developmental abilities, a delay in transition will be handled on an individual basis based on their needs and what is developmentally appropriate for that specific child.

If a child is 4 years of age by September 1st, they are deemed age eligible to attend a K4 program by the Department of Instruction. Because of this, we would not permit a child to remain in our program that meets this requirement as it would not be developmentally appropriate.

Approved by: 
President/CEO

Date 7/8/21