**Transitions**

Your child’s transition in child care should be a positive and exciting learning adventure. We will work with you and your child to ensure the smoothest possible transition occurs as new routines and new people are introduced. As children prepare to transition, families may receive a letter outlining the dates for the transition and move as well as all pertinent information about the new classroom.

**Transition from home to center** Prior to your child’s first day, you will have an opportunity to tour the center, meet with your child’s peers and teachers, and communicate any anticipated concerns. At this time please share the best communication methods that the teacher may use to reach you.

**Transition from classroom to classroom** We want every child to feel welcomed in their classroom. Each child is unique and will respond to change and new experiences in his/her own way. Some children are more resilient and open to change. Some children feel comfortable in a new setting right away and others may take significant time—even weeks—to adjust to a new classroom, routine, schedule and teachers.

Teachers take cues from each child and respond to their age, abilities, interests and needs. Families are welcome and encouraged to assist their child in this transition. When children are moving from one classroom to another, they are leaving the comfort of secure attachments to the current teachers and must form new relationships with the new teachers; this takes time and patience. Nurturing adults and predictable routines will help the children with transition.

A plan to help you and your child adjust to their new classroom and teachers may look similar to the schedule below:

Week One: 1-2 days of morning snack and free play

Week two: 3-4 days of morning snack, free play and lunch

Week three: Fully transitioned to their new classroom

We understand that each child is unique and will respond differently to transitions, thus, each child’s transition schedule will correspond to their individual need.

**Transition and Transfer of Records** When children leave K-Prep Learning Center, families may request for health information and other records to be transferred. Requests must be made to the office and copies will be made and given to the parent prior to the child’s last day.