



Jin-A Child Care Center
77 Jay Street, Clifton, NJ 07013
Tel: 973-279-1203, Fax: 973-279-0126

E-mail: jinaschool@verizon.net Web: www.jinaschool.com



CLASSROOM TRANSITION PROCEDURE

Rationale: A transition from one classroom to another is necessary if a child's needs are better met in a new classroom environment. Having the transition be well planned ensures a smooth transition that allows the child to feel comfortable in the new classroom and continue to have quality education.

Purpose: The purpose of the classroom transition policy is as follows:

- To ensure the child is in the classroom environment that best fits his/her needs.
- To give time to settle into the classroom and be comfortable in the new atmosphere.
- To reduce child's stress of having to transition when s/he is not ready.
- To maintain high quality education.

Guidelines: After meeting with parents to discuss a possible transition to a different classroom, the childcare center will take every step to ensure that the child is ready for the change. If both parent and teacher feel good about it we will transition the child slowly to the new classroom.

- The timeframe for the transition is specific to each individual child's needs.
- New placements are made on a trial basis. If the change is detrimental to the child, the other students, or the classroom environment overall, an alternative will be sought.
- Child will visit the new classroom on several different days at several different times to become familiar with the classroom, the daily schedule, the other students, and the teacher.
- Child will participate in activities in the new classroom, including circle time, centers, outdoor play, and lunch.
- Child will be supported as he/she practices new changes in routines, such as a new way to line up, new daily schedule, new procedure for lunch, etc.
- Toddlers and two year olds will stay with their teachers as long as possible (9 months or longer) unless beneficial to the child to be reassigned to a more developmentally appropriate classroom. Transition at that age takes a longer time and needs to be carefully assessed.

For children transitioning from our Kindergarten we follow the public school procedure with transfer cards and record release forms.

Our policy of staffing considers that toddlers and twos should stay with the same teaching staff for nine months or longer.

Daily transitions of staff and children are kept to a minimum.

Transitioning from the Toddler Room to the Yellow House (Young Child Program)

We are happy to let you know that your child is transitioning to our Early Pre-K classroom. To make the transition easier for all we would like to inform you about what to expect.



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Time to learn more self help skills:

The expectation of teachers are increasing and children are expected to take care of their personal belongings: Putting jackets into cubbies, putting shoes on and off, cleaning up toys, caring for lunch items, etc. Please encourage your children to do these things by themselves instead of doing it for them.

Time to learn to eat Jin-A Snack:

Jin-A provides two nutritious snacks for the children. Please send a nutritious lunch *only*. (If your child is in early care, please send a nutritious breakfast also.) Don't send in any gum, candies, or other sweets. Please communicate with the office if your child has any dietary restrictions or allergies. We post our snack menu on our website.

Time for toilet leaning:

Stay in close communication with the teacher about timing for toilet learning. When you and the teacher decide your child is ready, dress children in pants/shorts that are easy for to pull down themselves. Please send in pull-ups that open on both sides instead of diapers. Please talk to the teacher if you have any concerns in this area.

Time to learn to use your words:

Children will practice using their words to ask for items, express feelings, and explain what happened. Practice at home too.

Teachers send home a daily note about how the day went in general. If additional communication is needed, a meeting and phone call should be scheduled. For quick conversations, use drop-off and pick-up.

Daily schedule:

Outside play time is still in the morning.

Staff child ratio is 1:6 for children 18 months to 2 ½

Staff child ratio is 1:10 for children 2 ½ to 4 years

Napping:

Children are expected to spend time resting on their mat for at least 30 min. If a child does not need to rest longer, the teacher allows quiet play on the mat or at a table. Please send a sheet to sleep on and a light blanket to cover in a zipped bag (zipped is required by licensing to limit the spread of germs.)

Bedding is sent home at the end of the week to wash.

Before the transition, parents can:

Visit the classroom with their child

Help them process the change by talking about it

Show their child pictures of the teachers from our website

Assure them they will see their former teachers on the playground

During the transition, parents can:

Talk to their child about making new friends

Assure their child that the new teachers will care for them

Review the schedule with their child and show them when they will be picked up

Explain that at drop off, it is o.k. to cry, and the teachers will help them



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At the end of the day, review their child's day with them and keep assuring them
Send in a small plush toy for naptime and a picture of the family

What teachers will do:

Make sure children visit the new classroom before transitioning completely
Prepare the cubbies
Post allergies/ review dietary needs
Review the folder with educational information. Familiarize themselves with the child's cultural background
Give children additional emotional support

Transitioning from the Yellow House (Young Child Program) to the Brown House (Pre-K)

We are happy to let you know that your child is transitioning to the Brown House. To make the transition easier for all we would like to inform you about what to expect. The front room Brown House usually has the younger 3's and the back room usually has the older 3's and younger 4's. The number of children in each classroom is greater than Yellow House (up to 15).

Self help skills:

The expectation of teachers are for children to take care of their personal belongings: Dressing and undressing themselves with help; putting jackets into cubbies, putting shoes on and off (so please send shoes that they can manage without help), cleaning up toys, caring for lunch items, putting their bedding away (so please provide a big enough bag that their bedding can fit in easily) etc. Please allow your child to do these things by themselves instead of doing it for them.

Jin-A Snack:

Jin-A provides two nutritious snacks for the children. Please send a nutritious lunch *only*. (If your child is in early care, please send a nutritious breakfast also.) Do not send in any gum, candies, or other sweets. Teachers expect children to eat what is sent unless otherwise communicated. Please communicate with the office if your child has any dietary restrictions or allergies. We post our snack menu on our website.

Toileting:

There is a bathroom for each classroom with 2 toilets and 1 sink. Children are usually toilet trained and in underwear full time. Teachers supervise and help with children's toileting needs. Teachers schedule potty breaks for children during some transitions but less regularly than in the Yellow House. Teachers expect children to say if they need to go at other times. Please make sure your child has extra clothes in case of accidents. Please talk to the teacher if you have any concerns in this area.

Communication:

Children are expected to use their words more than acting out physically.
Teachers send pictures daily and a Week-In-Review note home on Fridays. If additional communication is needed, a meeting and phone call should be scheduled. For quick conversations, use drop-off and pick-up.

Daily schedule:



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Outside play time is after lunch.
Staff child ration is 1:10

Napping:

Children are expected to spend time resting on their mat for at least 30 min. If a child does not need to rest longer, the teacher allows quiet play on the mat or at a table. Please send a sheet to sleep on and a light blanket to cover in a zipped bag (zipped is required by licensing to limit the spread of germs.) Bedding is sent home at the end of the week to wash.

Before the transition, parents can:

Visit the classroom with their child or show children pictures of the teachers from our website
Help them process the change by talking about it.
Assure them they will see their former teachers on the playground.

During the transition, parents can:

Talk to their child about making new friends
Assure their child that the new teachers will care for them
Review the schedule with their child and show them when they will be picked up
Explain that at drop off, it is o.k. to cry, and the teachers will help them
At the end of the day, review their child's day with them and keep assuring them
Send in a small plush toy for naptime and a picture of the family

What teachers will do:

Make sure children visit the new classroom before transitioning completely
Prepare the cubbies
Post allergies/ review dietary needs
Review the folder with educational information. Familiarize themselves with the child's cultural background
Give children additional emotional support

Transition from Brown House (Pre-K) to Upstairs Yellow House (Older Pre-K)

We are happy to let you know that your child is transitioning to the Upstairs in Yellow House. To make the transition easier for all we would like to inform you about what to expect. The Older Pre-K program upstairs is in the same space as the Kindergarten but is NOT Kindergarten. The children in the Older Pre-K program have separate Math and Language Arts lessons. They also have a nap time while Kindergarten does not. Both classes combine for snack/lunch, outdoor play time and free play time.

Self help skills:

The expectation of teachers are for children to take care of their personal belongings: Dressing and undressing themselves independently; putting jackets into cubbies, putting shoes on and off (so please send shoes that they can manage without help), cleaning up toys, caring for lunch items, putting their bedding away (so please provide a big enough bag that their bedding can fit in easily) etc.

Jin-A Snack:

Updated 8/22



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Jin-A provides two nutritious snacks for the children. Please send a nutritious lunch *only*. (If your child is in early care, please send a nutritious breakfast also.) Do not send in any gum, candies, or other sweets. Teachers expect children to eat what is sent unless otherwise communicated. Please communicate with the office if your child has any dietary restrictions or allergies. We post our snack menu on our website.

Toileting:

The upstairs has 1 toilet and 2 sinks. Children are expected to take care of their toileting needs independently and communicate their needs. Please make sure your child has extra clothes in case of accidents. Please talk to the teacher if you have any concerns in this area.

Communication:

Children are expected to use their words more than acting out physically. Teachers send pictures on a daily basis. For behavior concerns, injuries, or other communication, teachers send home notes as needed. If additional communication is needed, a meeting and phone call should be scheduled.

Daily schedule:

Outside play time is after lunch.
For children under 4, the staff child ration is 1:10. For children over 4, the ratio is 1:12.

Napping:

Children are expected to spend time resting on their mat for at least 30 min. If a child does not need to rest longer, the teacher allows quiet play on the mat or at a table. Please send a sheet to sleep on and a light blanket to cover in a zipped bag (zipped is required by licensing to limit the spread of germs.) Bedding is sent home at the end of the week to wash.

Before the transition, parents can:

Visit the classroom with their child or show children pictures of the teachers from our website
Help them process the change by talking about it.
Assure them they will see their former teachers on the playground.

During the transition, parents can:

Talk to their child about making new friends
Assure their child that the new teachers will care for them
Review the schedule with their child and show them when they will be picked up
Explain that at drop off, it is o.k. to cry, and the teachers will help them
At the end of the day, review their child's day with them and keep assuring them
Bring their child's favorite thing for naptime and a picture of the family

What teachers will do:

Make sure children visit the new classroom before transitioning completely
Prepare the cubbies
Post allergies/ review dietary needs
Review the folder with educational information. Familiarize themselves with the child's cultural background
Give children additional emotional support



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Transitioning from the Pre-school to Kindergarten

Congratulations! You're child has graduated from Jin-A preschool program and will soon be entering our Kindergarten, housed in the upstairs of the Yellow House. To make the transition easier for all we would like to inform you about what the changes to expect. The Kindergarten class shares the space with the Older Pre-K class. The Kindergarten program has its own lessons for Math and Language Arts (which includes phonics). Kindergarten does not nap and while the Older Pre-K class does. Both classes combine for snack/lunch, outdoor play time and free play time.

Self help skills:

The expectation of teachers is for children to take care of their personal belongings independently which includes: Dressing and undressing themselves; putting jackets into cubbies, putting shoes on and off, cleaning up toys, caring for lunch items, etc. Please allow your child to do these things by themselves instead of doing it for them.

Jin-A Snack:

Jin-A provides two nutritious snacks for the children. Children are given a choice and are free to refuse the snack. Children are encouraged to eat the lunch you send. (If your child is in early care, please send a nutritious breakfast also.) Do not send in any gum, candies, or other sweets. Teachers will not allow children to eat them. Teachers expect children to eat what is sent unless otherwise communicated. Please communicate with the office if your child has any dietary restrictions or allergies. We post our snack menu on our website.

180 days:

The Kindergarten program is 180 days long and attendance is documented on the report card. A Kindergarten specific calendar is provided which includes a week long winter and spring break. Childcare can be arranged but no instructional time will be given during the break.

Homework:

Children are given homework in math and/or language arts on a daily basis. The assignments can be done at home or in school. Children are not penalized for not doing the homework. It is for practice only. We do encourage you to read with your child every day.

Communication:

Children are expected to use their words more than acting out physically. Teachers send pictures daily. For behavior concerns, injuries, or other communication, teachers send home notes as needed. If additional communication is needed, a meeting and phone call should be scheduled. For quick conversations, use drop-off and pick-up.

Daily schedule:

Kindergarten children outdoor play time after lunch.

Staff child ration is 1:15

There is no nap time although arrangements can be made if your child still needs a regular or occasional nap.



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Talk to their child about making new friends
Assure their child that the new teachers will care for them
Review the schedule with their child and show them when they will be picked up
Explain that at drop off, it is o.k. to cry, and the teachers will help them
At the end of the day, review their child's day with them and keep assuring them

What teachers will do:

Make sure children visit the new classroom before transitioning completely
Prepare the cubbies
Post allergies/ review dietary needs
Review the folder with educational information. Familiarize themselves with the child's cultural background
Give children additional emotional support

Transitioning from Kindergarten to 1st Grade

Parents should give the name of the new school and address to Jin-A Administration and we will issue a transfer card. Records are released after signing the Record Release Form.