



Cedar Tree Academy Transition Policy

There are a number of transitions that children will encounter during their early years. Change and transitions can be challenging to children when in unfamiliar surroundings. As children develop from birth throughout childhood they move, or transition, from one learning environment or setting to another. At Cedar Tree Academy, we recognize that children learn best when they feel safe, nurtured, and have positive experiences with their teachers and peers.

We believe transitioning takes time, preparation, planning and patience. Adults can help a child by supporting them, before, during and after transitions occur. We are committed to assisting our families and children in making these transitions as seamless and comfortable as possible.

Goal of the Transition

- Gain as much information about the child to become familiar with their needs.
- Allow all children to have the opportunity to spend time in the environment and with their teacher where possible before starting in the new setting.
- Create opportunities for all staff and parents to interact with one another in order to keep the lines of communication open.
- Ensure that all parents know that a confidential area is provided where parents can discuss any issues that are sensitive in nature.
- Have parents complete a profile about the child to assist teachers in providing a smooth transition.

Transitioning into our program

Parents and children are given opportunities to visit the school through a series of Information Sessions throughout the school year, during the school day and on Saturdays. During these events parents are able to register their children for school using the My School DC online application. When students are accepted into Cedar Tree Academy, they are invited to attend our Open House Event. This event gives parents and students opportunities to meet the teachers that they will have during the school year.

Students transferring into Cedar Tree Academy will be asked to supply all the necessary documentation for enrollment. Parents are given the student handbook and are encouraged to ask questions about the school and the transition process. Parents are also given information that is designed to help their child transition into school quickly and smoothly.

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During the summer term, new students entering the school are invited to attend classes one day per week for a half day to help both the parents and students get to know the teachers and the routines of the school. School leaders also communicate with local daycares and Head Start programs to discuss the children transitioning to school.

Transitioning to a New Classroom within our program

Great care and concern are placed on the implementation of our transition plan when assigning children to new classrooms. The current teacher furnishes the receiving teacher an informational profile which details the child's strengths, likes, and areas of concern. Children will participate in a class visitation event in their upcoming classrooms. During this visit, the child will have an opportunity to meet the teacher and other children in the classroom and explore the environment. This visitation will also allow the teachers to gauge the social emotional development and academic readiness of the child.

Transitioning out of our Program

After the completion of Cedar Tree Academy's educational program, we remain involved and committed to the smooth transition of our scholars. In order to ensure that parents have access to a variety of school choices, the school provides information to parents for open house events held at other schools. We encourage parents to attend as many open house events and school tours as possible to find a school that best fits their child's needs.

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