



Elizabeth Macarthur Montessori Pre-School Association Incorporated

TRANSITION POLICY

AIM:

The most important aspect of the Elizabeth Macarthur Montessori Pre-School orientation process for parents and children is to individualize it according to their needs. There needs to be a number of factors taken into account; for example:

- The level of experience of the parents (is this their first child or third child attending Pre-School),
- The parents have to attend and participate in the orientation process,
- The level of involvement the parent desires,
- The parent's level of English and general literacy,
- The age of the child,
- Any special needs the child may have,
- The employment status of the parent and whether the child has attended Pre-School before.

By taking these factors into consideration the Pre-School makes the orientation process more successful for the child, parents and staff.

The Directress will take the time to discuss with the parent what their real needs and expectations of the Pre-School are. The parents will be discuss with the Directress the Pre-School's policies, show them the policy manual and sample programs as well as the developmental records. At regular intervals after enrolment the Directress will make a point to communicate with the parents about how they are settling in, how they find the procedures, the program and how their child is finding the Pre-School

IMPLEMENTATION:

Home to Pre-School

In order to ensure a smooth transition for both child and family into the Pre-School environment the following procedure is followed

The Directress will meet with both the child and parents to establish a rapport.

The child will be introduces into the Children's House gradually. This will be done in consultation with the parents according to the child's individual needs.

Some of the equipment used in our Practical Life area is familiar to the child so this will be introduced first so the child can make the connection from home and therefore feel more secure.

Directress will liaise with parents during the transition period regarding the gradual increase of time the child spends at the Pre-School during this period.

Pre-School to School

In order to ensure a smooth transition from Pre-School into Primary School the following procedure is followed:

At around about the age of 5 the child is introduced and invited into the Extended Day program. This means the child attends Pre-School 5 days a week from 9.00am to 2.30pm. This program ensures that the child has the skills required to attend primary school and adapt to the school routine and work frame.

The Directress will liaise with the intended school well in advance and when required provide all necessary information and reporting to assist the school and the child with a smooth transition.

The Directress may choose to encourage a representative of the intended school to attend the Pre-School and observe the child in this setting.

The Directress will provide a written report to the intended school on request

Transition of Child with Special Needs

The Directress will maintain a close liaison with people involved, eg. Speech pathologist. We also incorporate recommendations of specialists into our curriculum