

## WBCC - Transition Schedule for New Families (COVID-19)

To allow for a smooth transition from home to school, each child is required to follow a one-week transition schedule based on his/her age (i.e., infant, toddler, or preschool); in some cases an individualized transition schedule is developed for a child in order to further support the child's transition needs.

A transition schedule is closely monitored for new children and is supported by parents and teachers during your child's first week and weeks to come. During the first few weeks, parents are asked to also allow extra time for the transition between home and child-care during drop-off and pickup times. We follow a child's lead especially during this transition period. **Parents are asked to be "on-call" and remain nearby or be available by telephone during the first few weeks.** During the day, teachers will incorporate routines familiar to the child and keep parents informed of the child's adjustment. Children are often reassured by bringing transitional objects such as blankets or stuffed toys from home, and we welcome such items at the WBCC. We also encourage children and families to bring in photos and other objects from home to help create connections between home and center. Teachers may also suggest ways in which parents can offer further reassurance during this period.

### Transition schedule for Infants:

First two days: **Parent(s) or guardian should be nearby and reachable.** Infant stays from **10am-11 am or 1pm -2pm (time will be defined at the Intake Meeting)** \*

Third day: Infant should stay from **10am until 12 pm**

Fourth day: Infant should stay from **10am until 3 pm**

Fifth day: **First full day**

### Transition schedule for toddlers & twos:

First day: **Parent(s) or guardian should be nearby and reachable.** Toddler stays from **9:30-10:30 am** \*

Second day: Toddler should stay from **9:30-11:30 am**

Third day: Toddler should stay from **9:30-12:30pm** (through lunch)

Fourth day: Toddler should stay **until after nap/3-3:30 pm**

Fifth day: First full day

### Transition schedule for Preschooler:

First day: Child stays from **9:30 am-12:00 pm**

Second day: Child stays from 9:30 am - lunch/1:00pm

Third day: Full day, no later than 5:00pm

Fourth day: Full day, no later than 5:00pm

Fifth day: Full day

**Within the next few weeks, you will receive an invitation for an Intake Meeting. The Intake meeting is held with each new family individually with one of the child's teachers. The Intake meeting provides each family with an opportunity to share about their child, review the transition schedule that will help ease the child into this new experience, as well as learn the classroom flow of the day and other classroom details.**

Best regards,

WBCC Management Team

\*As we are taking extra precautions during COVID-19 pandemic, parents will not be allowed to stay in the classroom with their child. For our infants/toddlers/twos, we may extend the 1<sup>st</sup> day's transition to 2 hours if child is adjusting well to the drop off on their first day.

**Reminder** – if your family is returning from an area outside of the DC-MD-VA area, please note the mandatory 10-day [quarantine requirements](#) after your trip and your child should only begin attending after completion of the quarantine period.