**TRANSITION OF CHILDREN WITH DISABILITIES PLAN**

The Children’s Playhouse Inc.’s Operating Plan is to contact a Special Education Consultant from the Norwalk School System to evaluate and provides an Individualized Educational Plan when a student with special needs is identified. During this process there is ongoing communication with the consultant and the parents.

This identification is made early enough so that the child has a smooth transition into school.

Our staff is trained annually in serving children with special needs.

The process for following a written plan for children in such programs as birth to three or the BOE is as follows:

* Ongoing communication,
* Updates and consultations from teachers, family and therapist (s) to coordinate goals, objectives and ensuring that staff is knowledgeable about this process.

A consultation log is kept in the Administrator’s office on each child being referred for services.

Observations/ Evaluations for Special Education Services are provided by the Norwalk Board of Education.

**DEPARTURE PROCEDURES**

We try hard to make this process as stress-free and smooth as possible for all concerned. It can be very hard for small children to see other parents arrive for pick-up, while they are still waiting for their own parent. Therefore, we would appreciate your cooperation by not disturbing ongoing activities within the classroom. When you arrive to pick up your child, collect his/ her personal belongings from the cubby area and go directly to him / her. Your child’s daily activity sheet will be available for you if needed or posted in the parent info area. If you have any questions concerning your child’s day, we will be happy to speak with you, however, please be aware that at pick-up time the teacher may not be able to give you their undivided attention. If necessary, you may call the center between 1:00 pm - 3:00 pm daily to speak with the classroom teacher about your child’s care. Once you have picked up your child The Children’s Playhouse is not responsible for your child’s safety. Please do not leave your child unattended.

Please keep in mind that very young children have internal clocks that help them sense the time approaching for their leaving. If the normal time for departure comes and goes without forewarning, this can be very upsetting for a child. If you are going to be detained and will be delayed in picking up your child, please notify the office. This will allow your child’s teacher the opportunity to ease him / her through the period of the delay and will help to alleviate any anxiety.