## **Process for Pre-K4 and Kindergarten Transfer Students**

Friendship Public Charter School is proud to welcome students who transfer to our Pre-K4 and Kindergarten classrooms from other schools and centers.

If your student is transferring from a Head Start program, please indicate that information on your enrollment form. We will ask for the name of the Head Start location, as well. If you are unsure whether your student's programming was funded by Head Start you can indicate that you 'do not know' and we will find out for you.

If your student is transferring from Head Start, please give the School Information Manager (SIM) or other administrator a copy of your student's "transition packet" from Head Start.

Students transferring to Friendship Public Charter School will be asked to supply all of the necessary documentation for enrollment, which includes: health forms, dental forms, proof of residency, and (if applicable) IEPs/504 Plans. In some cases, we may seek additional information from families. Transfer students must follow all the expectations in our Handbook, which includes uniform policies, toileting policies, attendance, and behavior expectations.

Friendship Public Charter School wants to ensure a smooth transition for our new Pre-K4 and Kindergarten students. Families of PreK-4 students can meet teachers before school begins and are invited to an orientation in the first week of school. All students (whether new or returning) receive baseline assessments to pinpoint what each student has already mastered in math and literacy. Teachers will use this information to best teach your student.

In addition, Pre-K4 students are asked to bring the following items:

- 1) At least one change of clothes (uniform), including socks and underwear.
- 2) A blanket/pillow for use at naptime.

If your child is unable to reliably use a toilet, you must share this information with the school right away as a toileting plan will go into effect. Families will provide all necessary supplies.