



Early Childhood Division- Pre-K

Standard Operating Procedure

1. *Area of Focus - GRADUATIONS*

2. *Scope*

Ensure appropriate end-of-the-year celebrations for Pre-K students

3. *Prerequisites*

NA

4. *Responsibilities*

School Principal
Center Director/Manager
Teacher

5. *Procedure*

- A. The Early Childhood Department does not recommend “graduation” for four-year-old children as an appropriate activity. Transitioning from preschool to Kindergarten marks the beginning of the child’s formal school experience, not the ending.
- B. More appropriate activities include, but are not limited to a field day, an open house, inviting parents to circle time, etc.
- C. Graduation ceremonies or other end of the year programs and practice for such should not be conducted during instructional time.
- D. Pre-K funds may not be used for any type of “graduation activities”.

6. *References*

- NA

7. *Definitions*

- NA