



## Early Childhood Division- Pre-K

### Standard Operating Procedure

#### ***1. Area of Focus - GRADUATIONS***

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#### ***2. Scope***

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

#### ***3. Prerequisites***

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NA

#### ***4. Responsibilities***

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School Principal  
Center Director/Manager  
Teacher

#### ***5. Procedure***

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- 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***

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#### ***7. Definitions***

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