

Delayed Placement Information for Teachers

For a quick and simple delayed placement:

- Divide staggered start lists between the teachers
- Teachers fill out pink/blue slips on their kids daily
- Meet on Friday and place kids in classes
- Begin with class lists on Monday (just after staggered start)

For a more thorough delayed placement (works best with highly collaborative team)

- Inform parents that children will not be assigned a teacher until the end of the 2nd week of school.
- Team teach during staggered start
 - Assign a “starting point” room. Kids begin the day there. Switch classrooms during the day so kids are able to experience school in each class with each teacher.
 - Have teachers team teach all day.
 - Test everyone during staggered start
 - Fill out pink/blue slips daily
 - Create 1st day class lists together on Friday
- 1st Week of school with all kids:
 - Everyone has a 1st day “class list”
 - Swap classes the 2nd day
 - Make adjustments
 - Inevitably there will be move-ins who might change the climate of a group. Adjust accordingly.
 - Make changes as needed throughout the week.
- Give parents the “official” class list on Friday that week.
- Scramble to put together your room before the next Monday

Helpful Hints

- Try to align as much as possible with your team
 - PBIS expectations for your classroom
 - Align supply systems (so you can go ahead and put names on as much as possible during the week before school). This can save a huge amount of time!
 - Testing systems and papers
 - Behavior expectations to inform parents
 - Newsletters with information about kindergarten, classroom procedures, etc.
- Have Open House be a true open house. Families should visit all kindergarten classrooms. You can even make it a scavenger hunt between the rooms.
- We have a Parent Orientation every day during Staggered Start. One teacher takes all of the kids for activities while the other spends the first 30 minutes with the parents in another kinder room. This also helps move the parents out of the room on the first day.

Feedback from Kinder teachers:

We LOVED placing the kids after the first two weeks of school. It went really well and helped us to have more balanced classes--we took into account ESL, behavior, academics, neediness . . . etc. The kids were fine with it and parents also seemed okay, especially after we explained the reasons behind our decision--that it would allow us to help each child have the best kindergarten experience possible.

We wrote a letter to parents explaining the process and had our secretary send it with the letter that she always sends out to families before the start of the school year. We also re-explained our reasons each morning of staggered start when we were meeting with parents for the first 30 minutes or so of the day.

We team-taught every day of the staggered start week, just kept all the kids in one group and spent time in each classroom. The second week, we had a different mix of kids each day, so that we could see how they interacted with each other as a group. That was probably the most difficult part, because kids were a little bit confused as to which room to go to. We just stood out in the hall with a list for that day, and directed kids to the right room. We also gave copies of that list to the office, principal, counselor, etc and they helped get kids where they needed to go.

We sat down together Thursday after school in the second week and created our class lists. We sent a letter home in the Friday Folder telling parents who their child's teacher would be. We only had one student who was upset about the class he ended up being placed in, but he got over it quickly!

There are a bunch of other details that we would be happy to talk about if you decide to try it, but we would both whole-heartedly recommend it and we are planning on doing it again next year. Our year is so great, and part of that is definitely related to how we started the year.

Staggered Start

Each kindergartener will be assigned one day to attend school the first week of school. The school secretary will send out a letter to each family indicating the day in which the kindergartener attends and in which classroom. They will not attend school again until the following Monday, at which time all kindergarteners will attend school.

During staggered start the kindergarteners will have the benefit of adjusting to the school environment in a smaller class setting. Also during staggered start, the children will get to know both kindergarten teachers; they will not have an assigned classroom or teacher. After the 2nd week of school, we will divide the children into 2 classes and assign teachers at that time.

Delayed Placement

Teachers will be assigned at the end of the 2nd week of school. This will give the teachers time to get to know each child so that we can balance both classes and find the best fit for each child. We will base our class rosters on a combination of factors, including academic needs/skills, personalities (and combinations of personalities), behavior, English language skills, gender, etc.

Letters will be sent home on Friday, September 18th, stating your child's classroom teacher assignment.