

Shady Lane
Frequently Asked Questions (FAQs)
Regarding Upcoming Classroom Moves and Expansion in 2012-13

- **My child has been invited to enroll as a two-year-old in September 2012. In which classroom will my child be enrolled? When will I know?**

As in the past, the incoming two-year-old class will be grouped generally to create age-similar peer groups; that is, Toddler 1 will primarily serve the youngest children in the group; Toddler 3 will generally include the oldest of the Twos; and Toddler 2 will basically be made up of the group in the middle. However, unlike the past, these groupings will be created after we have received enough acceptances to our invitations for enrollment that we can fill the three classrooms. This will allow us to look at the actual ages of the specific children enrolled, and to make minor placement adjustments to meet our goals for creating classrooms that include children with a cross-section of schedules (Half Day, Full Day and Extended Day), are not too heavily weighted between either boys or girls, and other considerations.

For this reason, we ask for your patience as we make these placement decisions. We will communicate specific classroom placement decisions with new Twos families no later than May 15. In any event, each child will experience the traditional level of care, attention and quality that Shady Lane families have come to expect.

- **Starting in 2013-14, when there will be 12 more 2's transitioning as three-year-olds, where will they go? In other words, which classes will children in the Toddler classrooms move into after completing his/her two-year-old year?**

In addition to our Young and Older Threes classrooms, we have two classes that enroll children across a two-year span, starting with the year in which they are three years old on September 1; these are the Mixed Age Class (MAC) and the Partners Class. In recent years, many, if not most, of the children entering Shady Lane for the first time as three-year-olds have started in MAC or Partners. We expect that, starting in 2013-14, most of the available spaces for three-year-olds in MAC or Partners, as well as the small number of additional spaces in Young and Older Threes, will be filled by children transitioning out of the Toddler classrooms.

Depending on the outcome of these changes, there remains a possibility that we may create a "Third Threes" class in future years if the population of transitioning Toddlers plus the demand on our wait list suggests the need for more capacity for three-year-olds. If that happens, that class would occupy the classroom currently used by the Young Fours on the Ground Floor; however, this decision has not yet been made. At the earliest, a "Third Threes" class would open in 2013-14, but more likely not until 2014-15.

- **Although I am excited for these changes and the overall improvement they will bring to Shady Lane, I am concerned about the impact the construction process in the former PDR will have on the children of the MAC class and others who need to operate so closely to the construction. What accommodations will be made so that naps and daily schedules are interrupted as little as possible?**

Our first priority is always to maintain the routines and quality of environment for the children and families here at Shady Lane. With that in mind, we are committed to completing this work with minimal to no disruption of the routines of the MAC Class (or any other classroom in the School, including Young Threes, who are located immediately below the work area) by concentrating work hours to off-hours and/or weekends as needed. We have some experience in this area, as the two classrooms that are currently occupied by the Environmental Charter School classrooms (as you leave the elevator on the 2nd floor) were the result of a far more substantial reconstruction project that took place during the spring and summer of 2010. That conversion involved a far larger volume of work (and more destructive/constructive work--removal of walls, building of new walls, more plumbing and electrical installations, etc.) and was completed entirely in late-afternoon and overnight hours in a matter of weeks. The work to be done in the former PDR/"new Partners" is much more limited, and the contractors who are bidding on the work are being told to include in their planning and bid costs the need to complete the work in late afternoon and/or off hours, either overnights or weekends, where necessary.

After having worked through the successful completion of the extensive conversion of multiple office spaces into the ECS Kindergarten classrooms in 2010, and having a far larger window of time within which to complete a much smaller construction project this time around, we are very confident we'll be able to make these changes without disrupting the MAC Class or others in the School. We will share more detailed information on the plans and timeline when they become available after we complete the bidding process.

- **How and when will the classroom moves take place?**

For many reasons, none of the four classrooms that are moving into new spaces will be making those moves until the summer months. Most importantly, we do not want to disrupt the current school year with moves, and we are also preparing for our reaccreditation visit from NAEYC in the spring.

However, there are also logistical considerations. While we have already moved the Professional Development Room (PDR) to the Third Floor, there is some construction work to be done to the former PDR to create the new Partners Classroom space. Obviously, the two Fours classes cannot move into the current Environmental Charter School Kindergarten spaces until those rooms are vacated and some very minor tweaks are made to those spaces. Finally, Older Threes must wait until Partners is moved before it can move upstairs to the current Partners Classroom. Of course, the moves will be staggered, with one classroom being moved at a time.

In addition, our reduced enrollment during the summer months typically results in some combining of groups and empty classroom spaces. We expect to take advantage of this to minimize disruption from the moves to our regular summer programming, and to allow flexibility in staffing so the teams involved in classroom moves can have adequate time away from regular teaching duties to focus on setting up their new classrooms.

Therefore, the projected timeline looks like this:

- o New PDR Completed: Done as of 1/13/2012
- o Construction window for creation of bathroom, closet and flooring changes to create new Partners Classroom (in old PDR, Second Floor): 2/1 to 5/31/2012
- o ECS Kindergarten classrooms finish classes and move out: by 6/30/2012
- o Partners Classroom moves to Second Floor: late June
- o Minor construction tweaks to former ECS classrooms: First week of July
- o Older Fours Classroom moves to Second Floor: Second or Third week of July
- o “New Twos” (Toddler 1) Classroom moving in furniture, etc.: After O4s move
- o Young Fours Classroom moves to Second Floor: Third or Fourth week of July
- o Older Threes Classroom moves to First Floor: First or Second week of August
- o August In-Service: August 28-31