

Carousel Day Nursery and Pre-School



Policy: Transitions

Policy statement

At Carousel we believe that starting nursery, moving from one room to another, changing settings or starting school is an exciting time for children, but can also be a challenging and anxious time for both children and their parent/carers. We are committed to putting the needs of the child first whilst working with each other, parents/carers and other professionals to make transitions as smooth as possible for all concerned.

Procedures

Starting Nursery

We try to make the transition from home to nursery as stress free as possible by following our

Settling in Policy:

- Offering home visits, which will give parents/carers the opportunity to meet the room leader and discuss the needs of their child. This also enables the room leader to see the child in their own environment. Home visits will provide the child with a familiar face whilst they are settling into nursery life.
- From the home visit settling in visits will be arranged, these are short visits to the nursery and a time for children and parents/carers to meet staff members and the key person. This allows the child to familiarise themselves with the environment. The number of settling in visits and length of time is flexible depending on the individual needs of that child.
- We ensure that parents/carers are given plenty of information about all aspects of the nursery before their child starts.
- Parents/carers have opportunities when dropping off and collecting their child to talk with their key person about their day, activities their child has taken part in, what they've eaten and if they've slept etc. They will be given a handover sheet containing these details in the child's daily diary.
- It is clear to parents/carers from the start that they are welcome and supported at the nursery for as long as it takes to settle their child, and subsequently during their child's time at nursery.

- Each child is different so we work with parents/carers to find out the best way to ease their child into nursery life.
- The nursery has a daily routine that we feel is very important to the children as it allows them to know what is happening next, when they will be collected etc.
- Parents/carers are welcome to telephone throughout the day to see how their child is.

Transition from room to room

Although children moving from room to room have usually been with us for some time, we still see this as an important transition for them and feel that it is important that this is planned and carried out in a way that meets the needs of each individual child:

- Children normally transfer to a new room when they reach a certain age and their key worker feels they are ready developmentally. Prior to this children will visit their next room on a few occasions before moving up, the amount of settle sessions given depends on the child. They will stay with them, introducing them primarily to their new key person and other staff members within their new room, due to us being a small setting all children know each member of staff.
- The child's current key person will share relevant information with the new key person such as where they are in the development matters, their likes/dislikes, next steps, medical information, allergies, toileting needs and any other relevant information using a moving rooms form. They will also pass on the child's Learning Journey and development matters which is updated to their last day in their current room, all of the above is to ensure the child's needs are fully met.
- The child's new key person will introduce themselves to the child's parent/carer and give them a letter to discuss relevant information about the daily routine, things to bring to nursery i.e. toothbrush and what they do within the room, an example of this –in the Rabbit room they have a bear called Rosie which the children can take home for the weekend and write in Rosie bears diary to show what they got up to etc.

Transition to another Setting

Sometimes children will move to a new setting. In this situation we will ensure that the child's Learning Journey and development matters is fully up to date and ready to pass on to the new setting. If needed, and with the parents/carers permission we are always available to talk with the new setting and share any information that may be deemed useful.

Transition to School

The move from nursery to school is a big step for both children and their parents/carers. Being in the grounds of an Infant we have close links with them and the majority of the children that leave us feed into the Infant school.

We ensure smooth transitions by:

- The manager works alongside the inter-setting links co-ordinator (Melissa Keeling) to ensure we are fully meeting the transition policy for every child and work together to create new ideas.
- Nursery children take part in events such as Harvest Festival and Nativity plays at nursery. This provides them with an opportunity to familiarise themselves with what they will take part in whilst in a school environment.
- In the summer term the children we contact the children's schools to invite them to our setting to talk about the children, their likes/dislikes, next steps and learning journey and give the children the chance to familiarise themselves with their new teacher. We then ask to go over to the school with their key person for story time in the reception classes, given by the reception teachers, this allows children to familiarise themselves with the environment and meet the teachers. We however have no control over the decision from the school.
- Pre-School Staff will provide parents and school teachers with a 'school report' at the end of their time with us, this is a written document to discuss the children and where they are in the development matters including what they are good at and what we are working towards. We offer a meeting with parents to discuss their learning journey and school report, this also gives parents the opportunity to ask any questions before their child ventures to school. By ensuring that all of things are in fully in place we hope to make all transitions for children and their parents/carers as stress free as possible.

This policy was adapted by

Nursery Manager

Charlie Morgan

CAROUSEL DAY NURSERY

Date Reviewed

13th January 2019

Date to be reviewed

13th January 2020

Manager's Signature

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