

Transition

Rationale:

In the early years it is vital that children are supported by positive learning experiences in an environment where they feel safe and comfortable. Effective and consistent settling in procedures will ensure that this is possible.

The transition is not just about the child getting to know us but also the teachers getting to know the child and the parents feeling comfortable enough to leave their child with us.

Criteria: C3

Procedure:

- Parents and children are encouraged to visit as often as possible before the child is expected to attend. We will set transition dates and time with families in the 2 weeks prior to the child starting.
- At these visits' parents are encouraged to get to know their child's teacher and share special information about their child. Teacher are expected to ask questions of the parent during this time.
- Parents are welcome to stay during the first stages of transition until their child is settled into an activity or are comfortable with a teacher.
- In the later stages of the visit's parents will be asked to come out of the room and sight of the child to assist in the settling process while still being onsite to support if needed.
- Parents will be asked to complete an information sheet about their child which will be discussed and shared during visits.
- Parents are welcome to bring any special toys or cuddlies that might help their child to settle.
- Parents are encouraged to complete and return various questionnaires in order to help with the settling of their child.
- Teachers will support children in the self-regulation process and encourage children to self soothe themselves to sleep. However, teachers are aware of the diversity of children's needs and will collaborate with parents to ensure the child falls asleep in a peaceful way.
- Parents should label bottles and clothing clearly, so as to avoid mix ups.
- Parents should allow time for themselves and their children to settle into the new environment. Each child and parent settles at their own pace.

Transition from Under 2's to Over 2's

- Parents will be informed of this transition process through verbal communication with the teachers.
- It will be the responsibility of the Under 2's Team Leader to introduce the parents to the Over 2's Team Leader. The Over 2's Team Leader will ensure that the parents are welcomed to the room and introduced to all other Over 2's teachers.
- Each child's transition needs and requirements are different, and plans will be developed individually for each child.
- Both rooms will collaborate on times and dates to start the process.
- Over 2's Team Leader will assign the child to the teacher responsible for their portfolio. That teacher will ensure all documentation relating to the child's transition and integration is complete before final transition.
- Transition plans are personal to the individual child and will be treated with respect and privacy.