Policy Document:

Settling in
&
Transition.

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Settling in and Transition.

Policy statement
We believe that a careful and sensitive settling procedure will give children a positive start at our setting. Children may join the Nursery as soon as they are two years nine months; or two years under the Funded 2's scheme. Therefore, throughout the year new children will be arriving. It is important to ensure that the children and their families feel confident and secure when the child starts.

Settling in

- All new parents/carers are welcome to the setting where they are met by staff and shown the building.
- An information pack is given to parents which will include all the information about the Centre, its staff, its philosophy and routines, as well as a parent's contract which parents are required to read and sign prior to their child starting.
- Parents/carers are encouraged to attend a trial session with their child prior to starting at the Nursery. During the visit they will be introduced to staff members and encouraged to explore the childcare areas, toilet and outside areas.
- Time will be given to explain routines, expectations and to give a brief outline of the Nursery curriculum and how it fits into the Early Years Foundation Stage Curriculum as well as fees and funding issues.
- The Nursery operates a key person system and this is explained to parents prior to them being introduced to the relevant member of staff.
- Staff will talk to parents specifically to develop strategies for dealing with children who do not settle straight away and who may become distressed. Any upset is much shorter lived if the parent/carer tells the child "I'm going now but I will be back soon". Parents should be encouraged to leave promptly.
- Children should be allowed to walk into the setting rather than be carried.
- Each child should have a name card ready so they feel part of the group and they should be introduced to the group at register time.
- If appropriate a peer group mentor will be appointed to 'look after' the new child while they settle in.
- A child may bring an object or toy from home as 'security'. Eventually they will not need it and will be happy to put it in their bag.
- Staff are aware that children will need time to adjust their behaviour to their new environment.
- Staff are aware that some children may need additional time and/or support to settle in; this includes children with additional needs or disability, children whose first language is not English or children from different ethnic groups such as Traveller children.

Transitions

- Communication and liaison between the Nursery and school or another preschool setting will take place to ensure that the transition will be as smooth as possible for the child.
- The Nursery will provide opportunities to prepare the children for the transition to school including informal visits to attend social functions at school as well as other more structured and regular visits during the Summer Term in particular. The Nursery will make use of the school playground throughout the year to allow the children to become familiar with the physical space and layout of the school.

- The foundation stage children from school may visit the Nursery on occasion to sing songs, share work etc. to build a sense of continuity as well as moving on.
- The Nursery will provide role play opportunities with props from school including uniforms, book bags, and lunch boxes.
- Summary profiles and end of year trackers will be shared with the school and new settings as appropriate.
- Nursery staff will visit Reception classes to follow up on children just left.