

SETTLING-IN AND TRANSITIONS PROCEDURES



At Tree Tops Day Care, we want to make the transition from home to nursery, within nursery and from Nursery to school a positive experience that focuses on the individual needs of your child and family.

Our aim

- To support your child in the transition from home, family and familiar people, into the new community of the nursery
- To help your child make a strong attachment to their key person.
- To help your child feel secure and confident in nursery
- To work closely with you
- To work with you and your child with any difficulties that might arise

Links to other Policies

- Admissions
- Equal opportunities
- Inclusion and SEND
- Confidentiality
- Parental Involvement
- Home visit

Once a place is guaranteed for your child they will be assigned a key-carer. Every child attending Tree Tops nursery has a key person. This member of staff will have special responsibilities for working with a small number of children and for developing a genuine bond with the child and their parent/s. The key carer will also help your child to become familiar with the Nursery and feel confident and safe within it. They will also be responsible for your child's development and learning records and observations on TAPESTRY – online learning journey.

We will arrange as many settling-in sessions for your child as necessary. The settling-in sessions are great opportunities to get to know their key person, the other staff, children and the routines etc.

Please feel free to request a home visit if you think it would be beneficial for your child.

Transitions within the setting

Children usually move up to Pre School at around 2.5 – 3yrs. We discuss children's readiness and the settling dates during staff meetings. The new key person is introduced to parents.

This transition process is gradual to support the move from the baby/toddler room to pre-school. As a small setting the children come together in the garden and for lunch. As a child progresses from the baby room to preschool they may initially spend a couple of sessions in preschool and return to the baby toddler room over a period of time before permanently transitioning.

Transition to another setting

Parents give a months' notice to leave the nursery this then gives the key person time to write a leavers report which is shared with parents, signed by all and sent on to the next setting.

In the case of starting school this is a much longer process. The pre-school key person liaises with parents from April, once the local council has allocated school places. Reception teachers' visits to our setting are arranged. The key worker writes a transition report the child's leaving date which is shared with parents, signed by all and sent on to schools.