

## Transitions

**Our Nursery believes that handling transitions sensitively is a very important aspect of a child's happiness and wellbeing. We feel that giving children and their parents/carers the confidence to deal with changes to their routines and environment is a key aspect of a successful nursery experience.**

### **Starting Nursery**

- Prospective customers are given an individual appointment to come in to the nursery to discuss their requirements, and be shown round, so they can see the nursery in operation and meet the staff.
- They will meet the manager/deputy manager and be given the opportunity to ask any questions they may have about starting nursery.
- After the tour they will be given a copy of the nursery brochure and a registration request form, and invited to come back for another visit if they would like to.
- If they decide to apply for a place, by returning their completed form and deposit, we will then discuss a tailored induction programme based on the needs of the child and family. This includes free preliminary visits prior to the child's start date, where all aspects of the child's routine, likes and dislikes, dietary requirements, and any additional needs can be discussed.
- An entry profile will be completed based on the above information, and this will enable the key worker to plan effectively for the child's individual needs as soon as they start.
- The above programme enables the transition from home to nursery to proceed very smoothly and allows the key worker, and other staff, and parents to get to know each other, and establish a reassuring relationship, prior to the child starting nursery.
- We encourage parents to phone the nursery as often as they like during the early days, or at any time if they, or their child, seem upset about separating, to receive an update from their child's key worker on how their child is settling, and to reassure them that everything is going smoothly.
- Each child has a diary for communication between home and nursery, but it is also our policy for key workers to work full days so parents will get verbal feedback from the person who has been with their child all day, when they collect them.

### **Room Moves within the Nursery**

- When it is considered appropriate that a child should move on to the next room, the key worker will discuss the proposed move with parents to ensure they are happy for this transition to begin.
- Parents will be encouraged to ask any questions they may have about the move, and they will be given the opportunity to visit the new room to meet the staff, prior to the child starting their visits.
- As many visits as necessary will be arranged so that the child and parents will have the opportunity to adjust to the change gradually.

- Initially the child's key worker or other familiar member of the team will accompany the child to the new room, and wherever possible the move will include a small group of children rather than just one, so they will have familiar peers around them as well.
- Prior to the first visit, any special requirements of a medical, dietary or other nature will be communicated to the staff in the new room, so they can add this information to the front sheet of their purple folder.
- Visits will be logged on the Room Changes sheet and the Checklist on the sheet will be completed to ensure everything has been successfully transferred to the new room before the move is completed.

### Preparing to start school

During their final year at nursery before starting school, lots of discussions and preparations occur to make the transition to school as exciting and worry free as possible for the children. Our children move on to a variety of different schools including Eastfield, Wheatfields, Thorndown, Hemingford Grey, Fenstanton, Houghton, Holywell, Bluntisham, Earith, Somersham and Huntingdon. In order to help prepare the children for the transition to school we:

- Encourage the children to talk about starting school, and tell us and their friends about any visits to school, during group times and in general conversation
- Display photographs of all the local schools to encourage familiarity, and to promote discussion about who is going to the same school etc
- Provide a variety of local school sweatshirts and other items of uniform for dressing up and role play activities
- Practise getting changed into PE kits to develop confidence and independence
- Encourage as much independence as possible in managing personal needs like toileting and handwashing
- Provide a booklet for parents with helpful information about starting school, which also incorporates a book sharing diary
- Give each child a book bag and let them choose a special book to take home and share on a regular basis
- Welcome visits to our nursery from Reception class teachers, and work together with them to forge closer links, including visits by nursery staff, to our local schools
- Encourage parents to be fully involved in the induction programme of their chosen school
- Offer support and advice to parents who are anxious or unsure about any aspect of the transition to school
- Organise a special Leavers Outing, on a coach, during the summer, for all those children starting school in September