



## Transitions

At Safe Haven Day Nursery we endeavour to ensure seamless transitions for all of our children from; Tiny Tots to Jiggly Jumpers; Jiggly Jumpers to Little Learners; and Little Learners as they transition to 'Big School'. It is paramount that each individual child experiences Safe Haven as 'home from home' and that they feel safe and secure, giving them confidence to approach new stages in their development. We understand that children and parents/carers can feel apprehensive towards transitioning to a new environment, however we have many strategies in place to reduce this as much as possible. We have a simple transition process that supports the child, and parents/carers, that is flexible in order to best meet the needs of the individual family. It is our aim that every child in our care is fully supported through a smooth and happy transition.

### Transition Process:

- Pre-Transition meeting and settling in with parent/carers
- Transition sessions begin at Safe Haven: 30 min/1 hour sessions, for a 4 week period
- Final transition checklist
- Post transition follow up

### Pre-transition Meeting:

This is a meeting with the current and new key persons, all parents/carers (where possible) and the child. It is arranged **before** a child is due to start their transitions. This is a short meeting giving opportunity for parents/carers to visit the new room and meet the new key person. The new key person should present the parent/carers with a parent/carers pack for the corresponding room, and also have the parent/carers complete a new child information form. This

must be completed during the meeting or during the first settling in session as it cannot be sent home. If a parent/carer needs to use their mobile for contact information they must be asked to please use the staff room. In addition to this, parents/carers also need to complete the next section of their All About Me document; a new general permission form; a new photo's consent form; and also finger print, allergy and tapestry forms must be checked and made sure they are completed or up to date. Once all forms are completed they should be put in **Julia Burt's** in-tray by the new key person. The current key person should fill out a 'General Information' form which is a document designed to assist the transition process by informing the new key person of a child's individual needs with specific attention to any allergies or dietary requirements.

To maintain consistency with our 'home to setting' transitions, parents/carers will be given opportunity to settle their child into their new room. This will be their child's first experience of the new environment and immediately establishes a relationship with both child and parents/carers with the new key person. It is of high importance that each child creates a strong bond with their new key person and that they remain secure in their attachments. This is imperative for maintaining the high levels of communication and support already established between parent/carer and the setting. Where necessary, a child will be offered additional settling in sessions with their parent/carer. This will be decided by both staff and parent/carer and staff member must inform **Sarah Jenkinson**, Nursery Owner/Manager.

### **In house Settling in:**

Following a settling in session with the parent/carer, transition sessions will begin during their time at Safe Haven. The first two weeks will be 30 minute sessions and the final two weeks will be 1 hour, these should take place on all of their visits. Across the four week period, each child will experience different elements of the routine and will have developed a compilation of experiences that will have prepared them for their first full day in their new room.

### **Final Transition Checklist:**

Each key person is required to go through the checklist on the child's last settling in session to ensure all information has been completed and passed on to the correct correspondent.

### **Post-Transition Follow Up:**

All staff are aware of the responsibilities they hold to each child and therefore understand the importance of supporting the child in the best possible way as they move on. Each key person should therefore 'follow up' on their key child for the two weeks following their first day in the new room. This is to assure they have settled well and encourage them in the next steps of their journey. Additionally they can offer support to the child, new key person or parent/carer if necessary.

The transition process is flexible and individual to each child in our care. We have other resources to help support children or parents/carers that may find transitioning more of a challenge.

A copy of all transition documents is attached to this policy.

**Co-ordinator: Bethanie Briscoe**

## **Transitions to School Policy 2016**

At Safe Haven Day Nursery we endeavour to ensure seamless transitions for all our children across the setting and then as our Little Learners leave to 'Big School'. It is paramount that each child experiences Safe Haven as 'home from home' and as we have cared for them as part of the Safe Haven family, we seek to provide them with the highest possible support and care as they approach the next steps of their development. We understand that children and parents/carers can feel apprehensive towards transition to 'Big School', however we have an in depth process that supports the child, and parents/carers, that works flexibly with each individual family to ensure that every child in our care is fully supported through a smooth and happy transition.

### **Transition Process**

- Parent/Carer phone call
- School place confirmation
- Transitions Co-ordinator to attend meeting with schools
- School transition sessions
- All transition documents completed and sent to schools
- Graduation

### **Parent/Carer Phone call**

The transitions co-ordinator will take the time to call each parent/carers individually regarding their child's transition to school in the upcoming September. This is an opportunity for parents/carers to express their feelings, excitement or anxiety, towards their child's transition to school. The transitions co-ordinator will offer support and advice, specific to each family and will also gather information regarding the schools that parents/carers have applied to

for their child. We feel that it is of utmost importance to offer this support to parents/carers from the very beginning of the transitioning process. This allows them to feel involved, up-to-date and at ease from the onset knowing that we are available at any time throughout the transition and that we will seek to help wherever we can.

### **School Place Confirmation**

Once parents/carers have received confirmation of a school place for their child, they are asked to complete a form. This includes the confirmed school place and also the child's final date with us here at Safe Haven. At this point parents/carers are also given the option to complete an advanced booking form, for our after school and holiday club, 'The Den'. This will operate on a first come first serve basis.

### **Transitions Co-ordinator to attend meeting with schools**

The transition co-ordinator will now contact every school that we have children transitioning to in the upcoming September. They will arrange a meeting where they will have space to discuss each child individually with their new school which will support the school and the child as they transition. These meetings aim to be before the child's transition sessions actually begin, however we understand that we have to accommodate to the school's and our own timetables.

During the meeting, the co-ordinator will provide the school with a brief 'All About Me' document that will give them a small glimpse of the child and any important information that will need to be passed on. This also gives opportunity to the transitions co-ordinator and/or the school to ask any questions.

### **School Transition Sessions**

Safe Haven Day Nursery aim to fully support every family in our care and understand that parents/carers are not always available to take their child to their transition sessions. We offer a service where the transitions co-ordinator, or most appropriate member of staff, will take the child and support them through their transition session at their new setting. Please note that we do advise all parents/carers that for them to take their children themselves would be the best, however if circumstance doesn't allow, we are completely available to provide this service.

### **All transition documents completed and sent to schools**

The transitions co-ordinator will ensure that each key person has completed all the relevant documents for each child in preparation for their transition to school. Once all documents are assembled together, the transition co-ordinator will take the documents to the corresponding school, thus completing the transition.

### **Graduation**

At Safe Haven Day Nursery, we regard our Little Learners Graduation as an extremely important event. This is a very special evening where all of our school leavers have an opportunity to celebrate their time at Safe Haven with parents/carers and key persons. This is a beautiful evening and we feel it plays an essential role in the child's transition to school. It also brings an emotional end to our part of their journey with a wonderful time of celebration and a reminder of our memories together. The parents/carers have the opportunity to buy a DVD copy of the evening as a keepsake of their child's time here at Safe Haven.

**Co-ordinator: Bethanie Briscoe**