



Eastlea Community Centre

Stockton Road, Seaham, County Durham, SR7 8DX

Children, Young People & Family Services



Tots 'R' Us Nursery

Transitions Policy

Last Updated: 13th January 2020

Eastlea Community Centre – A Registered Charity: 1160391

Ofsted Registered Nursery: EY489173

Transitions Policy

At Tots 'R' Us Nursery we endeavour to ensure a smooth transition for children between our Nursery and nursery/school. Children and parents/carers need to feel secure and confident to face the challenge of starting nursery/school and the significant changes as they progress through their school life. We recognise that children are vulnerable at stages of transition. We implement a range of strategies and activities to ensure a smooth and happy transition.

We will take the following steps to aid a smooth transition:

Home to Nursery

- We encourage visits with parents and carers to the Nursery prior to starting. This provides opportunities to see the Nursery running smoothly, to participate in some activities and to observe how the child is settling
- We operate a key person approach, where each child is observed by one person who should meet that child's needs and be the first port of call for the parent/carer
- We allow flexible start times and finish times, with parents/carers able to stay where appropriate
- Regularly review each child's settling with parents/carers and key person
- Prior to child starting Nursery, we meet with parents/carers to share information about how the Nursery operates (attendance, fees, hours etc.)
- We offer a home visit service (see Home Visits below) and provide a booklet showing pictures of the Nursery and its staff
- The Nursery collects the following information about the child prior to them starting: Important adults in the child's life and siblings; child's interests; dietary needs and allergies, any special needs or disability, what soothes/comforts them, child's motivation/schemas (patterns of play). The parent/carer and child complete a 'Getting to know me' booklet provided by the Nursery (information is recorded and stored in line with our Confidentiality, Data Protection and Sharing Information Policy).

During the first few sessions when the child joins Nursery

- Allow parent/carer and child the time they need to separate
- Collect current contact information in order for parents/carers to return to collect distressed children
- Encourage parents/carers to stay close to the Nursery and return if their child is distressed
- Create an informal, relaxed start to the session, coming into an active environment with continuous provision (as opposed to carpet based or registration routines)
- Offer flexible admission and settling procedures to address the individual needs of children and families
- We encourage links with other settings as children can attend more than one setting

Nursery to nursery/school

- Let the children share their individual files/photos with Nursery staff
- Liaise with and arrange for visits from/to nursery/school
- Supply information/photographs of prospective nursery/school
- Prepare a learning journal for children who are leaving, add photos, captions, observation notes and examples of work. Send home as a souvenir of their time in the Nursery
- Prepare any assessments/profiles as required by Statutory Framework for the Early Years Foundation Stage to be shared with the prospective nursery/school

Home Visit

A home visit provides an opportunity for the key person to meet the child and family in their own home prior to the child starting the Nursery. The purpose of the visit is to help the child, family

and key person get to know more about each other in the home environment where the child usually feels most relaxed. The home visit is an optional service that the Nursery provides, should any parents/carers wish to take up the offer. We inform the parents/carers of the home visits in the parent/carers welcome pack.

Procedure:

- The child is allocated a key person prior to the child starting Nursery
- The key person contacts the parent/carers and arranges a time that is mutually convenient for the family, the key person and an additional member of staff
- Two members of staff (the key person and another staff member) will always attend a home visit. The staff will make their own way to and back from the family's home, and this will take place during normal working hours wherever possible
- The key person will use the home visit as a means of talking to the family, gaining information about the child and answering any questions the family may have. The additional staff member will probably give attention to the child during this time
- The Nursery collects the following information about the child prior to them starting: important adults and siblings in the child's life; child's interests; dietary needs and allergies, any special needs or disability, what soothes/comforts them, child's motivation/schemas (patterns of play). The parent/carer and child complete a 'Getting to know me' booklet provided by the Nursery
- The key person and member of staff will stay together during the home visit and would not expect to be left alone with the child during the visit
- Visits will last approximately 30 to 45 minutes
- The key person and member of staff will be conscious of the fact that they are guests in the family's home and will treat all families with a high level of respect and regard during the visit
- At any time during the visit, parents/carers may ask both members of staff to leave and do not have to give a reason why

To ensure the safety of our staff whilst undertaking home visits, they must, prior to the visit complete the 'Recording Home Visits' form. Before leaving for the visit this must be handed to their designated 'buddy'.