



Transition Policy

At Once Upon A Time Nursery we appreciate the different emotions children and parents/carers experience during the transition period from home to nursery. Our aim is to help and support all families during this time to the best of our ability.

Transition from home to nursery:

- When a parent/carer contacts the nursery initially, all the information they require, such as opening times, fees etc. is discussed with them and an appointment is made for them to visit the nursery and meet the staff. The initial visit could be with or without a child present.
- Once the parent/carer has made the decision to place their child at our nursery and all the relevant paperwork has been completed, the first settling in session is arranged.
- We encourage the parent/carer to stay at the nursery during the first session and use this opportunity to become familiar with the staff who will be caring for their child, to discuss their child's routine and preferences and ask any questions. This session is usually for approximately half an hour.
- Arrangements will then be made for the next settling in session at a time convenient for the parent/carer, child and nursery. It would be suggested by a member of staff that the child could be left at nursery without the parent/carer on this occasion for approximately one hour.
- Depending on how well the child is settling into nursery life, arrangements would be made for a further settling in session with the length of time extended to one and a half hours then another session for two hours. If the child is not experiencing any separation anxiety, he/she could start nursery following this session. If the child is not yet settling at nursery, arrangements could be made for further short sessions. The aim of this would be to help the child become more familiar with his/her surroundings and the staff that will be caring for him/her.
- Parents/carers will be made aware that they are welcome to send their child to nursery with any comfort objects they may have such as, dummy, blanket, teddy or materials with the parent/carers scent on it. Parents/carers are also encouraged to contact the nursery during their child's day either by telephone or e-mail or directly to the staff looking after their child via our Family App to help ease their anxieties.



Transition from room to room within the nursery:

- The child's key worker would take the child to visit his/her new room to provide an opportunity for the child to meet the staff and key worker who will soon be caring for him/her. The child can explore his/her new surroundings and meet the children already in that room.
- A rota system will be put in place for the child to have several short sessions in his/her new room without the presence of his/her present key worker.
- Parents will be notified of this transition stage and will be made aware that occasionally children may behave differently during this period as they adjust to the changes they are experiencing. Reassurance will be given to parents/carers and any concerns they may have will be addressed. Parents will be offered the opportunity to view the new room that their child will be moving into.
- A "hand over" will take place from one key worker to another where each child's individual information will be passed on.
- Once the child has moved rooms the key workers will discuss with each other how well the child has settled. If any concerns about the child's happiness are highlighted discussions will take place to consider if more settling in sessions could benefit the child. Parents/carers will be kept informed of any decisions made regarding this.

Transition from nursery to Primary School:

- Book corner has a selection of stories portraying school as a positive and exciting time.
- Discussions take place about school life in small groups, including teachers, the building, the uniforms and packed lunches.
- Once Upon A Time Nursery have formed links with local Primary Schools. During the summer term, the Manager contacts the schools which are within walking distance of the nursery where children will be going and asks if arrangements can be made to visit their school with the child/children concerned. This provides the children with an opportunity to meet their new teachers and see their new classroom. Any schools which children will be going to outside of the local area are contacted and invited to visit our setting to meet the children.
- All relevant information about the children's development/well-being will be shared with their new teacher. Since Covid most information is shared during a telephone conversation, however the offer is still there for teachers to visit the setting should they wish to.



Once Upon a Time

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