



Transition Policy

- **Policy Statement:**
- At Downside children's pre-school we believe strongly that transitions should be smooth and stress free for all children causing a minimum amount of distress and disruption to their lives. At the centre we aim to provide a warm and welcoming environment in order for the transition to be as smooth as possible.

- **Procedure:**
- **Home to the pre-school**
- The pre-school manager along with the child's key person carries out a home visit.
- During this home visit the staff takes pictures of the children in their home environment.
- The children visit the nursery.
- The children have a minimum 2 week settling in period in the nursery, where the child/children along with their parent/career visit the nursery for short periods of time during the two weeks.

- **Children's Centre to the pre-school**
- The children visit the pre-school
- The pre-school staff visit the children in the children's centre
- Parents visit the pre-school with their child.
- Parents complete enrolment form.

- **Children's Centre to the pre-school area**
- Join in with the pre-school activities

- **Reception staff visit pre-school children**
- Pre-school children visit reception class in June – July, pre-starting in September.
- Children spend a full day in reception, parents have an opportunity to visit Reception class with their children and have the opportunity to try the school lunch.
- Teachers write a small observation with their own photo for parents to talk about their new teacher and their day at reception.

- Any questions and concerns relating to transitions can be answered by the child's key person, manager and senior manager.

This policy was adopted at a meeting of Downside Children's Pre-school held on _____

Signed on behalf of Downside Pre-school

by: _____

