

Les Enfants Nurseries

SETTLING IN AND TRANSITION POLICY

Author/ Designation	R Shaw
Date	06-10-2013
Review date	06-10-2014
Reviewed by	R Shaw
Date	18-10-2014
Next review date	18-10-2015

SETTLING IN AND TRANSITIONS POLICY

Our aim

We aim for all children to feel safe, secure, happy and stimulated and to form a loving and caring relationship with their key person. We want parents/carers to have confidence in both their children's well being and their role as active partners, with child and parent/carer being able to benefit from what the nursery has to offer. We aim to help parents/carers to help their children settle in quickly and easily by giving consideration to the individual needs and circumstances of children and their families. The nursery team will work in partnership with parents/carers to settle their child into the nursery environment by:

- Providing parents/carers with relevant information regarding the policies and procedures of the nursery. Any new policy added to the existing policies will be sent to every parent/carer along with feedback/comment sheet.
- Providing parents/carers with advice on claiming Family Tax Credits and a leaflet on 'Free Early Learning and Care' and an explanation on how Les Enfants Ltd offers the free flexible entitlement.
- Encouraging the parents/carers and children to visit the nursery during the weeks before an admission is planned. This is flexible and settling in visits vary from child to child depending on how quickly a child settles into nursery. These sessions are free and parents/carers are welcome to stay with their child should they wish. We find this is an advantage for all concerned as the parent/carer can see what we do at nursery and also the nursery gets the chance to find out a bit more about the child. Parents/carers are also requested to complete a profile sheet providing us with information on what their child's likes/dislikes are as well as fears, allergies etc.
- The Key person will spend time filling out 'All about me' sheets with the child's parents/carers. This is a perfect opportunity to have more in depth discussions about the child and gather information in order to help settle the child effectively.
- Reassuring parents/carers whose children seem to be taking a long time settling into nursery.
- Encouraging parents/carers where appropriate, to separate themselves from their children for brief periods and gradually building up to longer absences.
- Allocating a key person to each child and his/her family before he/she starts attending nursery, bearing in mind the key person is flexible and if the child or parent/carer prefer another member of staff as their key person then we can allocate this to suit the needs of the child and parents/carers.
- The key person welcomes and looks after the child and his/her parents during the settling in period and also throughout his/her time at the nursery to ensure the family has a familiar contact person to assist with the settling in process.
- Respecting the circumstances of all families including those who are unable to stay for long periods of time in the nursery and reassure them of their child's progress towards settling in.
- Every effort will be made to translate the policies for any parents/carers who speak English as an additional language.
- Ensuring parents/carers either daily record sheets of their 'Home to nursery book' detailing what their child has been doing throughout the day.
- Not taking children on any outing from nursery until he/she is completely settled.
- Any child who attends another setting as well as Les Enfants PND Ltd have a daily communication book which is passed between settings and parents/carers. Information

such as the child's day, how the child has been and any concerns are all written down in the communication book. This is done after getting written permission from the parent/carer.

Making transitions from room to room

If a child is due to move rooms due to age and stage readiness, we will work with parents/carers to ensure this is a seamless process in which the child is fully supported at each stage of its development.

- Children moving from one room to another at nursery have settling in visits much the same as when a new child starts nursery. Visits are pre-arranged and discussed with the parent/carer and the child if they are old enough to understand.
- The child's key person will take them for visits to their new room at a time which suits the child best i.e. when a child is not hungry or tired. The key person will stay with the child for the first few visits until the child is confident to stay without their key person for short periods. Gradually visits are extended and once the child and parents/carers are happy and settled with their new key person then they move rooms.
- Transition is monitored on a regular basis to ensure the policy is working for everyone concerned.

Starting School

Starting school is a huge transition and the nursery will do all it can to facilitate a smooth move. We have a variety of methods that support this.

- The nursery will provide a variety of resources that relate to school e.g. uniform to dress up in, role play area set up as a school classroom, photographs of all the schools the children may attend. This will help the children to become familiar with this new concept and will aid the transition.
- The nursery will invite school representatives into the nursery to introduce them to the children.
- The key person will initiate conversations with their key children, who are due to move to school, about the school and discuss what they think may be different and what may be the same. They will talk through any concerns the child may have and initiate activities or group discussions relating to any issues enabling these to be overcome.
- The nursery will ensure a transition document is completed on each child starting school to enable teachers to have a good understanding of each child received. This will include their interests, strengths and level of understanding and development in key areas. This will support continuity of care and early learning.

Family breakdowns

When parents/carers separate it is a difficult situation for all concerned. The nursery understands that emotions run high. Please refer to the separate families policy which shows how the nursery will act in the best interest of the child.

Moving home and new siblings

These are normally two events that parents will have advance notice of, and we ask that parents let the nursery know about these events so we can support the child to be ready for this. We will

spend time talking to the child and providing activities that may help the child to act out any worries they have e.g. through role play, stories and discussions.

Parents/carers may also consider placing their child into nursery for additional sessions during these events to provide them with consistency and time away from the changes occurring.

Bereavement

The nursery has produced a separate policy on bereavement as this can be a difficult time for children and their families. Nursery will offer support to all concerned should this be required.

If parents/carers feel that their child requires additional support because of any changes in their life, we ask that you speak to the nursery manager and the key person to enable this support to be put into place.