



Transition policy

Policy:

Transition at Pear Tree Nursery is seen as a process not an event, and should always be discussed with the parents and child.

Procedure:

- Children are only to move rooms once they are ready – this is based upon their emotional well-being, developmental stage, staff, parents and the child.
- New key workers are to visit the child in their current room, and then to receive a visit from the child in their new room. This is to familiarise themselves with each other.
- Where possible, friendship groups can be moved together. From Caterpillar's to butterflies, this is usually the term after their 2nd birthday.
- Children are to have short visits into their new room with their key workers each week leading up to the permanent move. This will increase from a hour, to a full morning, then to a full session.
- Key workers will meet to discuss the child and their progress reports. All progress reports and files must be up to date and organised before passing them on to the next key worker.
- New key workers must introduce themselves to the parents.
- Parents should be kept up to date with how the transition is going.

This policy was adopted at a meeting of: Pear Tree Nursery

Held on: 17.09.2018

Date to be reviewed: 17.09.2019

Signed on behalf of the provider

Name of signatory

Role of signatory (e.g. chair, director or owner)