

**Transition Policy**

Our transition policy takes into account that we can only accommodate 23 children, between the ages of birth to 5 years at any one time. Before a place is confirmed and children are due to transition, the following will be considered:

 **Availability of spaces.**

* Staff / child ratio.
* Priority is given to parents / carers who already have a child /children registered at the nursery.

At Woodlands Day Nursery & Preschool, there are three transition periods, as follows:

* Settling in period (please see admissions policy)
* Transition from small baby room to toddler room
* Transition from 2-3’s room to preschool room.
* Preschool room to school. The nursery will strive to establish clear links with school settings in order to aid transition for your child. Your child’s new teacher may visit the nursery and / or your child will visit the school. We will work hand in hand to support the policies of the new school.

**Transition**

At Woodlands Day Nursery & Preschool, the transition process involves the following:

* Management will now contact parents via email prior to transitions starting, which will also be discussed verbally that week with parents. (please note that transitions may not always be according to age, but also development needs and abilities).
* Transitions will begin with short visits to the room and these will increase accordingly, depending on how well they adjust to the new environment and peers.
* Parents will receive daily feedback on their child’s transition process.
* Parents will receive a “transition questionnaire” a few weeks after transitions start to gain feedback / comments on their experience of transitions.
* Parents will receive a start date for when their child will move into their new room, considering, when your child feels confident, secure and settled.

**Transition to a School Setting**

* The nursery manager/key worker/owners will network with teaching colleagues at local schools to discuss individual children’s needs
* The nursery will strive to implement stay and play sessions at local schools where children area transitioning to.
* Woodlands Day Nursery & Preschool will take photographs of new teachers and use these to discuss the new setting with the children
* Social stories will be used during key person time to ease transition to the school setting
* The nursery will complete an ‘ All About Me’ booklet which will be used to inform the new teacher about the child’s interests / likes dislikes etc…