

### **Transition Procedures**

Children will transfer to a new play room according to their age and their stage of development. Children will only move on to the next room when they have reached the appropriate age for the room and when they are developmentally ready to do so.

Children will spend time visiting a new room, becoming familiar with the adults and peers within the room, before taking a place in there permanently. Visits will usually start approximately two to four weeks before the placement starts. The amount and frequency of the visits will depend on the individual needs and circumstances of the child.

The child's current key person will liaise with staff in the child's future room to arrange a suitable settling in plan. A transition report, 'All About Me' form, will be completed by the child's key person to give staff in the child's new room an insight into the child's stage of development. It will also detail their likes, dislikes, interests and abilities. Parents will also be asked to complete an 'All About Me at Home' form to provide their view of their child's needs, abilities and interests as a unique child so that we can meet their needs accordingly.

Each child will also have access to their own 'transition book' which includes photos of their journey through the nursery from room to room. This enables the child to build a clear recollection of their past and present significant times at nursery and helps to ease transition experiences.

When a child leaves the nursery to go to another setting/school then a transition review will be completed, by the child's current key person, detailing information regarding the child's progress in their learning and development. A Starting School Summary form will also be completed accordingly. The information will be passed directly onto the child's new setting and a copy will be given to the parents after discussion with them.