

# Settling In and Transition Policy



## Grass Roots Nursery Group: Settling In and Transitions

### Purpose:

To outline the procedures for supporting children and families during the settling-in process and transitions, ensuring a smooth and positive experience.

### Key Principles:

- **Individualised Support:** We will provide individualised support tailored to each child's needs and circumstances.
- **Parental Partnership:** We will work closely with parents to ensure a smooth transition and ongoing communication.
- **Positive and Welcoming Environment:** We will create a safe, stimulating, and welcoming environment for children.
- **Respect for Diversity:** We will respect the diversity of families and their unique circumstances.

### Procedures:

1. **Pre-Admission Visits:**
  - Offer home visits or pre-admission visits to allow children and parents to meet staff and become familiar with the nursery.
  - Provide information about nursery policies and procedures.
2. **Settling-In Sessions:**
  - Schedule settling-in sessions to gradually introduce children to the nursery environment.
  - Provide a supportive and reassuring atmosphere for children and parents.
  - Allow parents to stay with their child initially and gradually increase their absence.
3. **Key Person System:**
  - Assign a key person to each child to provide consistent support and build relationships with families.
  - Ensure the key person is available during settling-in sessions and remains in regular contact with families.
4. **Communication and Support:**
  - Ensure all information required by both parties has been discussed and documented. This will include forms, videos, posts on family, face to face discussions and signposting.
  - Maintain open communication with parents throughout the settling-in process.
  - Offer support and reassurance to both children and parents.
  - Address any concerns or questions promptly.
5. **Transitions:**
  - Acknowledge and support children through various transitions, such as moving rooms, starting school, or experiencing family changes.
  - Provide a consistent and supportive presence during transitions.
  - Collaborate with parents to ensure a smooth transition.
6. **Family Partnerships:**
  - Work closely with parents to understand their child's individual needs and preferences.
  - Involve parents in decision-making and support their role as primary educators.
7. **Respect for Diversity:**
  - Respect the cultural, religious, and linguistic diversity of families.

- Accommodate the individual needs and circumstances of each family.

**Additional Considerations:**

- **Individualised Approach:** Tailor settling-in processes and support to meet each child's unique needs.
- **Flexibility:** Be flexible and responsive to the needs of children and families.
- **Documentation:** Ensure we have all the required information before the child starts nursery, including registration form, all about me, weaning stage form, healthcare form (including allergies and intolerances) and funding forms.
- **Review and Evaluation:** Regularly review and evaluate the settling-in process to identify areas for improvement.

**By following these procedures, we aim to provide a positive and supportive settling-in experience for children and families, ensuring a smooth transition into the nursery environment.**