

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.