



Settling in/Transition policy

At the Wooden Horse we aim to ensure that each child and parent feels welcomed, happy and valued within nursery. Our settling in procedure is flexible to allow for varying needs. Through positive communication and strong relationships we all work hard to make children's transitions a positive experience.

Before any child starts their parents will receive an information pack outlining policies and procedures that we implement at the Wooden Horse, within the pack it will hold admission forms with relevant questions and information that we legally require and routine sheets of the child's day. We have a routine sheet for the 0-2 room that requires all information about the child's daily routine and a 'All about me booklet' which goes with all new children to recognise their likes and dislikes.

Initially before your child starts we offer settling in visits for both your child and the parent/carer, always considering the best time and day for them - primarily on the days they would be attending, we are very flexible. We suggest initially a minimum of three visits to settle in - the first with child and parent/carer and the second with child to familiarise themselves with the carers in the room. These are flexible according to the individual's needs of the child and the family's needs.

For your child's very first session we suggest for the parent/carer to stay as long as they feel they need/want to, we suggest that the first session is a shorter day to what would be normal so they are relaxed and become familiar with the routine and staff. At the Wooden Horse we adhere to each child's individual routine.

Each child who attends the Wooden Horse will be allocated a key person to observe and document their development within the EYFS guidelines and put evidence of this in their learning journeys. On starting the setting we ask parents to complete a 'Starting Points' document which assesses your child's development as they enter the setting. This is then recorded and used, alongside nursery assessments, to show your child's progress.

Each child settles into nursery life very differently, at the Wooden Horse we take this into account. Younger children may need longer time to be completely settled and feeling relaxed, we are very flexible and respond to the needs of each individual child, even after periods of absence from the nursery setting, the child may need extra support settling back into nursery life.

For children that are finding it a struggle to settle into nursery environment because they may have never being separated from their parent/carer before, we encourage these children to bring something familiar to nursery with them from home, we get out toys that they will like and provide activities that they like to do, if they are still finding it hard to settle in we would ask parents/carers to stay maybe and start the settling process again until they are comfortable.

When a child moves into another room, we inform the parent of transition visits over the course of several weeks. Their folder will be passed out for the new key person to see and observe what the child likes the most etc.

The parents/carers are given these dates and they are informed of who the new key person will be. If the child is moving on to a different setting, learning journeys are finished and passed on to their new setting. Meetings are arranged wherever possible to hand over information 'in person', we feel that this is particularly important for children leaving us to start school.

Their key person will fill in a progress report to passed on to the child's new key person along with the 'NYEY Assessment' grid.

This is a working document
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