



The ARK Pre-School

TRANSITION POLICY

Updated July 2011

THE MEANING OF TRANSITION

Transition concerns the change a child encounters from one place to another. As children develop from birth throughout childhood they move, or transition, from one learning environment or setting to a new one. Often, these transitions involve a process of change that requires them to adapt their thoughts, feelings and behaviours to meet new expectations. By the time a child reaches school age they may have already experienced several transition periods including:

- The transition from home to the setting
- The transition between room bases
- The transition from one provider to another during the working week
- The transition from a childcare provider to a school

Transition is like a journey and takes time, preparation and planning. Adults can help a child's journey into new territory by supporting them before, during and after the transition occurs. Parents and Practitioners need to work together, sharing information they have about the child and what support he or she may need.

RATIONALE

We believe all children should feel as comfortable, confident and emotionally secure as possible when entering the early years setting. Young children starting a nursery need support to enable them to adjust to a temporary separation from their family. They need to feel that they are a valuable, competent member of the new social group and they need to develop positive attitudes towards the range of new experiences they will encounter. During the transition children need to be helped to retain the self confidence and self respect that they have already gained at home or in previous settings. Getting to know a child and planning for admission to the setting requires parents and practitioners to engage in an equal partnership in which both learn from each other.

OUR AIM

Transitions involve a process of change that require a period of adjustment for you and your child. To help your family adapt to change, we aim to provide as much continuity of education and care as possible. We will accomplish this by sharing information about your child and working closely with you, other providers who care for your child and any provider your child may move on to.

(where parents are referred to in this and other policies, this also includes carers, child minders etc.)

TRANSITION FROM HOME TO THE SETTING

- Information sharing (learning journey) is the child's starting point
- Home visits where possible
- Settling in procedures
- Role of key person
- Comforters / objects of reference
- Parents pack / outline of routine / policies (at www.citycoastchurch.co.uk/ark)

ARRIVAL AND DEPARTURE PROCEDURES

ARRIVAL: We open the door at 9am and shall remain open for the first 20 minutes. After that time one is able to access the setting by using the buzzer on the front door. Doors are opened again at 11.30am and 12.30pm for departures and arrivals.

DEPARTURE: Doors will be opened at 11.30am and 12.30pm for departures. If you need to collect your child earlier for any reason please let us know on arrival or by phone before the event.

The door is opened at 2:40pm at the end of the day, please ring the buzzer for collection before that time. For late collection of child(ren), please phone to let us know before the event. Late for 11:30am/12.30pm collection could mean we become over ratio. Please make sure all collections are on time. In the event of a child still being in our care 15 minutes after they are due to be collected we will:

- Try to contact the parents initially, then other named contacts
- If we are unable to contact anyone within 30 minutes of collection time we will contact our local authority children's social services care team
- The child stays at the setting in the care of 2 fully vetted workers until the child is safely collected either by the parents or by a social worker
- Social care will aim to find the parent or relative. If they are unable to do so, the child will become looked after by the local authority
- Under no circumstances do staff go to look for the parent, nor do they take the child home with them
- A full written report is recorded in the child's file
- Depending on the circumstances, we reserve the right to charge parents for additional hours worked by our staff
- OFSTED may be informed