



# Little Monkeys Day Nursery & Pre School

## Transition & Continuity Policy

**Transition means:- A time of change**

There are various transitions children may experience in their early years; these transitions may be planned or unplanned. Transitions are a natural part of growing up, our nursery staff are always aware and sensitive of difficulties a child may face through their time at Little Monkeys.

Some examples of transitions that young children and babies may experience are:

- Starting nursery
- Moving between different rooms within the nursery
- Starting school or moving nurseries
- Family breakdowns
- New siblings
- Moving home
- Death of a family member
- Death of a family pet

Staff work as part of a key worker system and having built a good relationship with the children will recognise any changes in the child's personality or behaviour and will be sensitive towards these changes. We respectfully ask that parents to inform us of any changes in the home environment that may impact on their child, so staff can be aware of the reasons behind any potential changes in the child's character.

### **Supporting transitions in the nursery:**

Little Monkeys will support all children with any transitions they may be encountering. If the transition relates to the child starting at the nursery we will follow our settling in policy. If the transition is due to occur at the nursery, e.g. room changes, the nursery will fully support the child through this process in the following ways:

## **Transitions from rooms or key workers:**

- Inform the parents that the child is going to make a transition to the next room
- Implement taster sessions into the next room
- Develop a good relationship with a member staff within the next room and assign as key worker
- Current key worker complete a transition form for the staff in the next room, providing information on the child's care needs and personality e.g. likes and dislikes
- Provide new key worker with updated child's development file
- Ensure the child has a peg and magnet picture for next room to make them feel apart of the group
- Build on forming friendship groups with new friends

## **Transitions to school:**

- Talk to the children through play and conversations with child about them going to school e.g. what their school is going to be like and being an exciting time.
- Complete development files with a report, summative assessment and transition report for the school.
- Invite teachers into the nursery to meet the children, talk about going to school and build a relationship up through play.
- Look at the uniform they are going to be wearing.
- Use a photo booklet, of the school they are going to attend the environment and staff.
- We have a big school puppet which we use in small groups or one to one to discuss what to expect at school and encourage the children to ask him questions or tell him concerns.

## **Other early years providers**

Where children are attending other early years settings or are cared for by a childminder we will work with them to share relevant information about children's development. Where a child is brought to nursery or collected from nursery by a childminder we will ensure that key information is being provided to the child's parent by providing the information directly to the parent via email or telephone.

## **Family breakdowns:**

When parents become separated it is a difficult situation for all concerned especially the children. We understand that children's and parent's emotions will need to be handled sensitively and will be aware of these emotions and the effects they may have on the child.

## **Moving home and new siblings:**

These two events are usually planned and parents will provide us with advance notice of so then we can support the child to be ready for this; Planning activities and stories about these events. Parents may also consider placing their child into nursery for additional sessions during these events to provide them with consistency and time away from the changes occurring.

## **Bereavement:**

We understand that this is a difficult time for children and their families and we will offer support to all concerned should this be required. If parents feel that their child requires additional support because of any changes in their life, we ask that you speak to the nursery manager and the key person to enable this support to be put into place.

This policy was adopted on:

November 2017

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Signed on behalf of the nursery:

Laura Fradsham

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Date for review:

November 2018

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