Transition Policy

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| Issue Number | Reason for issue | Issued by | Date |
| 4 | Review | LER | 7/01/19 |

This policy relates to the Early Years Foundation Stage welfare requirements.

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| A Unique Child |
| Positive Relationships |
| Enabling Environments |
| Learning and Development |

**Policy**

At Hydra Tots we aim to ensure that your child’s transition from room to room is as stress free as possible. A child who is tense and upset will not be able to learn or play, so it is important for parents/carers and staff to work together to help the child feel confident and secure in the group. We understand that some children will take a little longer to settle in and the child’s key person ensures the child has a secure base for them to check in for cuddles.

**Procedure**

* When a new child starts the setting, we offer a free two hour settling in session. Parents bring their child, play in the room with them and meet their child’s key worker. There will be chances to talk to the staff and they will ask questions about your child. After half an hour to an hour we encourage the parents to make a gradual retreat out of the room to fill some paperwork in. Parents are close by if the child becomes too upset without them.
* When a child moves from room to room, we ensure that each individual child is ready for the transition. Each child has regular visits to the new room and parents are consulted about the move and informed who their child’s new key person will be.
* Current key workers will write a short transition letter to explain about the child needs, likes, dislikes, dietary or medical requirements and their interests to pass on the child’s new key worker. This ensures that all the child’s needs are met to help aid a smooth transition.
* When children move onto school or a new nursery we will work in partnership with the new setting to help children and new staff get to know each other. We will share information with the new setting about the child. Children’s learning journeys and development record will be sent home with parents/carers.

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| **Review** January 2020 |