

Settling In, Working with parents and transitions policy

Transition is a journey. Nippers will support every child throughout their journey to enable the transition into nursery, their nursery life and their transition to school to be smooth, relaxed and positive. As parent's & carers are their child's first educator, we aim to work closely with them to share information about their child's interests, needs & strengths.

Settling in

Settling in at nursery can be a time of uncertainty for families. Nippers will work with the family to ensure that the process is successful and that families can express their fears & concerns.

- Short sessions will take place during the weeks prior to the child starting so that the child can begin to adapt to the change and gradually fall into the regular schedule.
- I am a nipper leaflets will be completed by the parents that share information from home and on a similar basis nippers will share information with families about the staff team and the daily routines and activities.
- Families will be treated individually and strategies will be agreed together to enable both parent & child to feel comfortable. Support & guidance will be given from the staff to reassure the parent when they part from their child.
- Settling in procedures are in place to ensure that staff are all aware of the importance of helping the child and family to feel secure.
- Families & staff will work together to provide as much information as possible about the child so that sound foundations can be built.
- The welcome pack will provide information about nippers and will be given to parents during their child's first visit session.

During Nursery Life.

Other significant events can take place in a family's life. Nippers will endeavour to work with families so that information can be shared & the child will continue to feel secure.

- A key person will be assigned to each child.
- Home Learning will be shared with families when its appropriate.
- Families that are eligible will be supported with EYPP and any other support services that we can access.
- The manager & staff will build relationships with families so that information sharing can take place.
- The parents notice board will display posters & information about the community, current issues & nursery related events.
- The whiteboard will display information to parents of daily events and activities..
- Family social events will be held to enable families to gather and build friendships.
- A general newsletter will be issued periodically, and parents can sign up to the weekly email.
- Parents will be able to access Social Media to look out for activities we do during the day.
- Online Portfolios will be built on each child and shared with parents.
- Information & support will be sought from other agencies & professionals to ensure that the child's & family's needs can be met.
- Keypersons will send Parents shares through Family regularly.

Transition to other settings/schools

This is another time of uncertainty for families and often seen as major event. Nippers will start to prepare children & their families for this transition from their entry into the nursery. Every child's growth & progress will be celebrated throughout their nursery life thus encouraging confidence, self-esteem and independence.

- Each child will be given time and space to express their own personal feelings about different events & situations.
- Nippers will continue to build good relationships with other providers & schools so that information sharing can be maintained.
- Reception teachers will be encouraged to visit the setting prior to children starting school.
- Role play will take place to build children's confidence of starting school.
- Parents will be supported & guided by the manager & staff throughout a transition.
- An end of year report can be shared via Family with parents and the school.

Transitions from the Bambino room to the 'main nursery'

When children are 'ready' to make the move from the Bambino room to join the Welly Walk/Main nursery group it can be a time of uncertainty for parents and children alike. Nippers endeavours to bridge this transition in such a way to ensure that children feel supported and ready.

What does 'ready' look like?

As a child approaches their 2nd birthday, communication between the child development team and Bambino team will take place to discuss each individual's development and 'readiness'. There is no 'one size fits all' approach but some common signs we may see are as follows;

1. Emerging into, or comfortably working in the Range 3 bracket of Birth to 5 matters in their Prime Areas of Learning
2. Seeking out more challenging opportunities – preferring to explore beyond the Bambino room
3. Confident to explore their surroundings with a range of different staff
4. At least 18 months old

This list is not exhaustive but gives some prompts to help guide discussions around transition.

When it is decided that a child is ready to begin their transition,

- A Transition information leaflet will be given to the child's family.
- The transition will be at the pace of the child
- There will be a handover between Key people to ensure that all routines and individual traits are understood and shared.
- Children can use the Bambino room as base until they no longer need to.

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Key Person Policy

Nippers aim is to make all children feel secure, valued and included. This policy will ensure that the practitioners can build solid relationships with the children & their families.

- Each child will be allocated a key person when they start at nursery. The child will change key person at certain points in their nursery life – usually children will have 1 key person in the Bambino room, 1 when they transition to the Welly Walk and 1 when they join the main nursery. We endeavour to minimise the changes to Key people – extraordinary changes will be carefully considered i.e. if a member of staff leaves, we will ensure the new key person is given a clear handover and time to build a strong bond with their new key child.
- The parent will always be informed of who their key person is.
- The key person will be responsible for building a relationship with the key child and their family.
- The key person will use their planner to make informal notes on their key child and this will help build up a picture of the child and their family.
- The key person will build a portfolio on each of their key children. This will be built of learning stories which will include observations and assessments and, on some occasions, childrens own work.
- Every child will have their progress checked and there will be a formal assessment made between the age of 2 and 3 years. This will be shared with the parents.
- Parent evenings and play days will be held periodically.
- All information is confidential –see confidentiality policy.
- Sharing information with other professionals will only take place with parental consent.

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** In circumstances where a child may be at risk of harm, social emotional or physical abuse, other professionals maybe contacted without parental consent. Child protection procedures will be followed.

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