

# **Beechwood Childcare Limited**

## **Transition Policy**

1. First meeting with parent to discuss children's development – baseline together. Discuss at this point the settling in routine prior to a child starting
2. Observe children throughout their time with us. Where appropriate record this information on their profile (only children within the EYFS)
3. At least 6 weeks before a child's 2<sup>nd</sup> birthday, ensure a formal meeting is arranged with the parent to discuss the process and explain settling in routine within the Tweedie and/or pre-school room.
4. When a child is due to progress through to another environment, at least 3 weeks before the child's 2<sup>nd</sup> birthday, arrange for them to spend time throughout the week with their new carer and children. During this time, observations are made to ensure smooth transition and selection of their key person.
5. Arrange another discussion with parents to share who the key person will be and when the transfer will be completed by.
6. Transfer should not be prescriptive; this should only happen when the child is deemed developmentally ready. Be prepared to be flexible throughout this time.
7. Remember to consider the parents feelings throughout this time – support and guide them through the process at their pace. Always listen to their concerns and reassure them.
8. If any concerns cannot be rectified by you, talk to colleagues to gather experience and ideas how to overcome any difficulties. If you or they still have concerns, please escalate the issue to ensure the parents voices / opinions / concerns are taken into consideration.
9. When a child leaves Beechwood Childcare Limited, please encourage parents to access the children's learning journal by 'downloading' this at home. We could print out a summary from Tapestry to transfer with the children to their next setting.