**Transition Policy**

Our transition policy takes into account that we can only accommodate 53 children, between the ages of birth to 5 years at any one time. Before children are due to transition, the following will be taken into account before a place is confirmed:

- Availability of spaces.
- Staff / child ratio.
- A child wanting a full time place will usually have preference over someone requiring part-time only.
- Priority is given to parents / carers who already have a child / children registered at the nursery.

At the Little Dreams Nursery, there are five transition periods, as follows:

- Settling in period (please see admissions policy)
- Transition from small baby room to toddler room
- Transition from toddler room to 2-3’s room
- The last transition at nursery is from 2-3’s room to 3′s / 3-5′s room.
- 3-5′s room (pre-school) to school (your child's new teacher may visit the nursery and / or your child will visit the school, this process will differ, depending on individual school policies)

**Transition**

At Little Dreams Nursery, the transition process involves the following:

- Management will now contact parents via email prior to transitions starting, which will also be discussed verbally that week with parents. (please note that transitions may not always be according to age, but also development needs and abilities).
- Transitions will begin with short visits to the room and these will increase accordingly, depending on how well they adjust to the new environment and peers.
- Parents will receive daily feedback on their child’s transition process.
- Parents will receive a “transition questionnaire” a few weeks after transitions start to gain feedback / comments on their experience of transitions.
- Parents will receive a start date for when their child will move into their new room, taking into account, when your child feels confident, secure and settled.

Please note, that children who already attend Little Dreams Nursery are not always guaranteed a space in their required room, although priority will be given to children and siblings already attending.

Every effort will be made by management to accommodate transitions or requested days, however, as this is not always possible, due to availability of spaces in order to comply with registration requirements, parents will be given a minimum of 1 month's notice. Management will endeavour to inform parents at least 1-2 months before transition, to either:

- Offer alternative days
- The option of remaining in current room until required days become available (Depending on development needs / abilities)
- Parents to seek alternative childcare arrangements
Management fully understand that seeking alternative childcare can be very stressful and worrying, but please be aware that every effort will be made to accommodate your child on the required days, but on occasions, we may be unsuccessful, but we must comply with our registration requirements regarding spaces.

If parents choose to terminate their child's placement at nursery, please be advised that 1 month's notice in writing or 1 month's payment in lieu is required.

<table>
<thead>
<tr>
<th>Last Updated / Reviewed On:</th>
<th>Signature</th>
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<tbody>
<tr>
<td>June 2012 (new policy)</td>
<td>M Macrae</td>
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<tr>
<td>January 2014 (update)</td>
<td>M Macrae</td>
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