

Our transition policy considers that we can only accommodate 53 children, between the ages of 0 to 5 years, at any one time. Before children are due to transition, the following will be considered 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.
- Child's developmental stages

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

- Settling in period (please see admissions policy)
- Transition from small baby (0-2's) room to toddler room (1-3's)
- The transition from 1-3's room to 2-4's
- The last transition at nursery is from the 2-4's room to the 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 contact parents via email prior to transitions starting, parents will also be shown their child's new playroom and introduced to the staff prior to their child starting transitions. (Please note that transitions may not always be according to age, but also development needs, abilities and sessions).
- 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 / Carers will receive daily feedback on their child's transition process.
- Parents / Carers will receive a "transition questionnaire" a few weeks after transitions start to gain feedback/comments on their experience of transitions.
- Parents / Carers will be informed verbally of when their child will move into their new room for their full sessions, considering when your child feels confident, secure, and settled. Please note that although every effort will be made to carry out the transition on the said day, this may change due to staff sickness, but staff will keep you updated.

Please note, that children who already attend Little Dreams Nursery are not always guaranteed a space in the next room from their birthday, although priority will be given to children and siblings already attending lots of factors are taken into consideration prior to transitioning and this will be done when we feel the child is ready.

Every effort will be made by management to accommodate parents/carers' requests to transition; however, as this is not always possible, due to the availability of spaces, to comply with registration requirements.

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