



## Transition policy

Our transition policy takes into account that we can only accommodate 42 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 Larkfield daycare, there are three transition periods, as follows:
    - Settling in period (please see admissions policy)
    - Transition from small baby (0-1's) room to toddler room (1-3's)
    - The last transition at nursery is from the 1-3'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 Larkfield daycare, 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 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 be informed verbally of when their child will move into their new room for their full sessions, taking into account, 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 Larkfield daycare 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 maximum of 1 month's notice.
- Management will endeavour to inform parents at least 1 month 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 and 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.