

### **32 Transition Policy**

Summertime Nursery caters for children from the ages of 0-5 years and consists of a baby room and preschool unit. The aim of the setting is to ensure that the transition from room to room and to school or another setting goes smoothly for both the child and their families.

The leaders from each room work closely together to ensure that the child is ready to move onto their next level of development. Parents will be informed when their child will be making transition visits to the preschool room and when they will move through.

The child's Key person will escort the child for the first visit and the child will then visit by themselves unless they are finding it difficult to settle in which case the key person will continue to go through.

The child's key person will hand over the tapestry online account to the next keyworker as the child embarks on a new venture within a new room. Staff will keep parents informed during the process.

#### **Liaising with other preschools**

Staff at the preschool will also liaise with any other preschools/nurseries that a child may attend. The child's key person will visit the child at their other setting and Summertime will also invite other members of staff from the other setting to Summertime.

#### **Moving on to school**

The manager and room leader at the preschool will Liaise with schools to arrange visits to the setting and school for the teachers and children. Transition information will be shared with parents and the child and then forwarded onto the appropriate school that the child will be attending with parental permission.

Cathy White  
Manager  
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