



Transition Policy

We understand that transitions, whether internal or external, can be stressful for both children and adults. Such changes can have significant impacts on a child's emotional well-being and academic progress.

At Little Cygnets Childcare Ltd, we recognize the importance of providing continuity of care and long-lasting relationships with both children and their families. Unlike larger childcare settings where changes in rooms or key persons may be necessary, we follow a unique Key Person System. This ensures that transitions within the setting are generally not required, and the focus is on building a secure, familiar environment for every child.

Settling-In Process

We work closely with parents and carers to ensure a smooth transition when children initially settle into our setting. Our goal is to provide a welcoming and supportive environment for children and their families, with careful attention to each child's needs.

Approach to Settling-In:

1. Adult and Child Welcome Pack:

Each family receives a comprehensive welcome pack, which includes information about the setting's environment, toilets, cloakrooms, photos of staff members, and your child's appointed key person. This pack serves as a resource for familiarizing children with various aspects of the nursery.

2. Frequent Visits Prior to Starting:

We encourage several visits to the setting before your child begins attending, offering opportunities to observe the setting in action, meet settled children, and participate in activities.

3. Introducing Key Staff and Peers:

Parents and children are introduced to the staff members and children who will be present during the settling-in period, ensuring a smooth transition into the group.

4. Familiarization with the Setting:

We provide opportunities for children and parents to explore the setting together to help them feel comfortable and confident in their new environment.

5. Separation Support:

We recognize that some children may need time to separate from their parents. We offer flexible settling-in periods, allowing time for gradual separation if necessary.



Parents are encouraged to stay nearby in case their child is distressed.

6. Flexible Scheduling:

We offer flexibility in settling-in sessions, tailoring the duration and timing to suit your child's needs.

Support During Transitions to Other Settings

Little Cygnets Childcare Ltd also plays a vital role in supporting children as they transition from our setting to another, such as a nursery school or a primary school setting. During this phase, we work closely with the new setting and ensure your child is well-prepared for this next stage.

Transition Support Includes:

- Inviting nursery staff into our setting to observe children and get to know them before Arranging meetings between your child's key person and staff from the new setting.the transition.
- Sharing relevant information, such as your child's learning journey via Famly App
- Discussing the transition process with the children to prepare them for upcoming changes.

Parent Information Form

We ask parents to complete a form that details key information about their child's routine, such as sleep patterns, soothers, interests, and more. This allows us to quickly understand each child's individual needs and preferences, helping us support a smooth and comfortable transition.

Two-Way Communication

At Little Cygnets Childcare Ltd, we foster open communication between home and nursery to ensure that both settings work together to maximize your child's development. By sharing knowledge and expertise, we can support your child's learning and identify the next steps in their journey.

Signed (Jessica Burns): Jessica Burns



Signed (Scott Marshall): *Scott Marshall*

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