



Transition Process for Under 3's

Jenny Horne (Little Da Vinci's room lead) is our under 3's transition lead and has been working with the management team to organise and make children's transitions starting at Little Smarties and between rooms, seamless and informed.

There will now be a set program for each member of staff, child and parent to follow (although this is flexible depending on what each child needs).

Below is the order in which the process will work (it will begin 1 month before they are due to move up);

- Jenny has a list of dates to make her aware of when each child should be moving up
- She will organise a date to meet with the child's key person and let the parent of the child know that the process is starting via email or phone call
- At this meeting they will fill out the new transition form advising the next key person of all their unique points, in order for them to 'know their child' from the beginning
- They will choose a key person and write dates for the child's settling in sessions
- Parent/carers will be sent a letter notifying them of their child's new key person and the dates that their child will begin to start their settling in sessions

The sessions

The sessions are set but will be flexible depending on the child.

FULL DAY (NEW STARTERS)

- 1) 09:30 – 11:15 (parent stays)
- 2) 09:30 – 11:15 (parent leaves)
- 3) 09:30 – 16:00 (parent leaves)

TRANSITIONING BETWEEN ROOMS (*Staff from new room will collect from their present room*)

- 1) 09:30 – 11:15
- 2) 09:30 – 12:00
- 3) 09:30 – 17:00/18:00

MORNING SESSIONS ONLY

- 1) 09:15 – 11:15
- 2) 09:15 – 12:00
- 3) 09:15 – 13:00

AFTERNOON SESSIONS ONLY

- 1) 14:00 – 15:45
- 2) 14:00 – 16:30
- 3) 14:00 – 18:00

Babies transitions may be different