

Thorpe Willoughby Childcare Centre

Transition Policy



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 setting.

At the setting, there are three transition periods,

- Settling in to the Bungalow
- Transition from bungalow to pre-school
- Transition from pre-school to school (your child's new teacher may visit the setting and / or your child will visit the school, this process will differ, depending on individual school policies)

Transition at Thorpe Willoughby Childcare Centre

The process involves the following:

- Management will contact parents via email/phone prior to transitions starting and be invited to attend an "introductory session". Parents will be introduced to the staff and the child will be able to explore the setting. (Please note that transitions may not always be according to age, but also development needs and abilities).

On the child's starting date ;

- Parents will receive honest feedback on their child's transition process. Should your child be struggling with the separation process the staff will work closely with the parents to help the child feel secure, confident and settled.
- Parents will be informed verbally of when their child will move up to the main building. The child will have had several visits from the Bungalow, with a Bungalow staff member, to familiarise them with the surroundings and meet their new friends.

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.

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 months' notice.

Management will endeavour to inform parents at least 1 month before transition, to either:

- Offer alternative days
- 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 the setting, please be advised that 1 months' notice in writing or 1 month's payment in lieu is required.

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	Tracy Maddison Centre Manager 27.04.2022
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