



Transition Procedure

Purpose:

To ensure that the transition for each child from Home to Preschool, within the Preschool and from Preschool to School are planned and handled sensitively.

Procedure:

Transition from Home to the Preschool

1. Before a child can attend the Preschool, they must undertake pre-entry visits to enable the child to become familiar with the teachers, routines and environment of the Preschool and to adjust to separation from their parent(s) or primary caregiver.
2. On confirmation of a start date the Office Administrator will organise the first pre-entry visit with the parent/caregiver. The Office Administrator will then fill in the Preschool Visiting Schedule and give to the team in the room the child will be starting. A teacher will have be assigned to the child. The assigned teacher will be responsible for implementing transition from home to preschool. The assigned teacher may change during the course of visits into the centre.
3. A child under the age of 2 must have 5 pre-entry visits. A child aged 2 years and over must have 3 pre-entry visits. Further visits may be required at the discretion of the Teacher.
4. All visits must be for at least ½ an hour. A teacher will spend time with the child and caregiver, this will help the child transition into preschool and also give the caregiver space to ask questions and to feel comfortable leaving their child when they start. A teacher will be allocated time during the pre-entry visits, half an hour is optimum but this is also dependant on ratios.
5. A parent/primary caregiver must accompany the child on at least one of the pre-entry visits. On other visits, an adult who knows the child well may accompany him or her.
6. During the course of the pre-entry visits, parents are expected to complete all the required enrolment documentation relating to their child including an "All about me form". The office Administrator will ensure this documentation is completed before they start.
7. Management in consultation with the caregiver with the family may withdraw the offer of a place at the Preschool for a child if all attempts at settling a child into the Preschool are unsuccessful.

Transition between rooms within the Preschool – John Street

1. As a general rule the transition period will be a month before the child is of the age to move between the rooms. Transitioning between rooms is at the discretion of the teaching team.
2. In the transition period, the child will visit the room at arranged times, to ensure they become familiar with the different routines and environment. If necessary, the children will be accompanied by a teacher from their current room on some of the visits.
3. If a child experiences difficulties in transferring between rooms, management will review the situation and set a new transition time frame, in consultation with the child's parents.
4. Where possible, 2-3 children will be transferred at the same time. If it is necessary to move teachers between rooms, management will endeavour to arrange this so that it coincides with groups of children moving between rooms to ensure continuity of care for those children.

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**Reference: Education (Early Childhood Services) Regulations 43
Curriculum 4**

5. When a child transfers rooms, their records will also be transferred. Management will assign a teacher in the new room to be the record keeper for the child and will ensure that the child's parents are introduced to that teacher.
6. Children will be encouraged to revisit their previous room once they have transferred.
7. To facilitate the transition between the rooms:
 - ✓ Younger children will be given daily opportunities to interact with older children.
 - ✓ Teachers will keep parents/caregivers informed of the process and give them any relevant information including routines and what to bring to preschool.
 - ✓ Parents/caregivers will be introduced to the teaching team in the room that their child is transitioning to.

TRANSITION TO SCHOOL

1. When a child is nearing school age the District Health Board send a B4 School Check which aims at identifying any health, behavioural, social, or developmental concerns, which could affect a child's ability to learn such as hearing problem or communication difficulty. The family will be given the pack, teachers will not feed into this check with the form provided by the District Health Board.
2. At least 6 months before a child is ready to begin their transition to school process, a delegated teacher will meet with the whānau and offer support as and when required to help with a successful transition for every child. This will include asking about enrolment into school, and any other requirements the whānau may need.
3. At least 3 months before a child turns 5 they will be given a transition to school form. This includes the date school visits started, future visits, school the child is starting at and the last day the child will be attending preschool. Transitional school visits must be specifically noted and as a minimum our records must include the: date the transition arrangement began and a signature of a parent/caregiver (dated).
4. Parents will be given their child's profile book when the child leaves the Preschool.
5. Teachers will be supported by management to take steps to gather information about and foster links with the local schools, this will include opportunities to attend school visits.
6. Once a child has left the Preschool and is attending school, teachers will encourage both the child and his or her parents to visit the Preschool and share their experiences.

Policy/Procedure Name: Transition Procedure	
Location: Curriculum Manual	
Short footer name	Transition Procedure
Consultation	Staff, Parents
Policy/Procedure ratified	17 th October 2023
Automatic review date	2025
<p>This policy/procedure will need to be reviewed to ensure that it continues to be appropriate and effective. Policy/procedure statement should be reviewed:</p> <ul style="list-style-type: none"> • if any of the statutory source change or • if any roles are amended or • if any part of the policy becomes ineffective or problematic or • if there are any suggestions for improvement or • the policy/procedure is scheduled for automatic review. 	

Chairperson 

Date 20.10.2023

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Curriculum 4**