

## Transition Policy

### Rationale:

Transitions between environments are significant events for young children and their families. At Small World, children make a number of transitions – into the centre when they start, between rooms as they grow and develop, and on to school after their fifth birthday. Effective transitions aim to support children and families to take the 'next step' with confidence and enthusiasm.

### Objectives:

- To ensure that transitions are a positive experience for children and families.
- To encourage children to develop mastery-orientated coping skills in relation to change.
- To ensure that transition procedures are considered and understood by everyone involved.

### Procedures:

#### Starting at Small World

- Children and parents are welcome to visit Small World prior to enrolment, at which time they can view the facility, meet teachers and ask questions about Small World's services and programmes.
- A range of information is given to families at enrolment outlining Small World's philosophies, programmes and policies.
- Children and parents attend two pre-visits prior to commencement.
- Parents are encouraged to spend time with their child at Small World when they first attend, but to reduce this time progressively in consultation with teachers.
- Shorter days are encouraged initially.
- Parents are supported by teachers to effect separation.
- Parents are encouraged to phone the centre whenever they wish.

#### Moving Between Rooms

- Decisions about transitions are made by the Centre Director and Manager of Administration, in consultation with parents, families and teachers.
- Decisions are based on the availability of spaces and children's readiness for the move and their age.
- A progress discussion between teachers and parents and a minimum of two transition visits will be co-ordinated by the Team Leader in the child's room.
- The dates and times of the progress meeting and the two mandatory transition visits will be confirmed to parents in writing.
- The teachers involved in the transition will meet to discuss the child's strengths, needs and interests and how best to ensure a smooth transition.
- The transition will be marked by a special morning or afternoon tea in the child's room.

## **Transition to School**

- Information about local schools is displayed in the foyer.
- During their fifth year children will participate in the Transition to School Class (Room 7) as space becomes available.
- The Room Seven teacher liaises regularly with local primary school new entrants' teachers and principals to discuss school expectations and the Transition programme.
- Children in Room Five have regular 'lunch box Fridays'.
- Children have a special morning or afternoon tea to mark their last day at Small World.
- Teachers will write references and arrange school visits on request.
- Teachers will write a 'goodbye' page/summary for children's portfolios
- Children are invited to visit Small World once they have left, to enrol in the school holiday programme and 'Saturday Sleepovers'.