

2:16 TRANSITIONING POLICY

Updated October 2017

TRANSITIONING BETWEEN AREAS

Transition from the babies area to the toddlers area, and from the toddlers area to the preschoolers area will occur in full consultation and liaison with the parent/caregiver.

To assist with these transitions, at a developmentally appropriate age, children will be encouraged to:

- Sit at tables
- Use cups for drinking
- Eat over 2's lunches including over 2's sandwiches
- Sleep on an over 2's mattress
- Develop self help skills with cleaning after eating
- Participate in group activities
- Explore the toddlers or preschoolers areas
- The transition process will occur at a pace and in a way that the child can cope with and that will incur minimum stress to the child.

Process/steps

A week prior to starting the transitioning process we will send out a detailed letter to parents on how process will start. This gives the parents a feeling of belonging and empowerment. We acknowledge and respect that it is a big step in seeing their children grow up and change their learning environment. This strategy ensures the parents that we value their opinion and respect their choices and aspirations for their children. Open communication and consultation is important for us at Let's Grow and our transitioning process mirrors this.

The letter will also provide some hints and tips in how the parent can help their children in this process. Enabling the parents to be an active part of our/their child's curriculum and program.

After parents are introduced to their child's new teachers we will start with little visits according on how comfortable and self-confident the children feel in their new environment.

Then we slowly extend the visits over four weeks (or longer if needed) until the transition is complete.

During this process the consultation with the parents continues in informal discussions, updating them how their child is doing each time the parent picks them up or drops them off.

The teachers between the transitioning rooms will also have reflective informal discussions in how the child is coping and what is the best next step in the transitioning process.

This way the whole transition process is still flexible and can be adjusted to the best outcome and benefit of each child.

TRANSITIONING TO SCHOOL

- Children leaving our centre for school will be equipped with appropriate self help skills
- Four and a half year olds will have the opportunity to attend our 'School Readiness Programme'
- Children will be given responsibility for themselves and their possessions
- Children will be provided with activities that encourage concentration and mat times, in which they are actively involved
- Children will be encouraged to develop literacy and numeracy skills at their own pace
- Parents are responsible to make their own arrangements for their child's schooling, including arranging and making any school visits

LEAVING THE CENTRE

- Children will take their individual profiles of learning
- Families are offered the option of having an official 'leaving party' where family can provide food for an afternoon tea (see food and drink policy)