**Alloway Early Years Centre**



**Transition to our EYC Policy**



Updated Sept 25 – L. Miller

**Aim**

To work in partnership with children, parents and early years practitioners to provide a smooth and effective transition to the early years centre, ensuring that the children feel happy, safe and secure as they continue to develop as successful learners, confident individuals, responsible citizens and effective contributors.

To continue to build on prior learning by providing a greater continuity of approach to learning and teaching experiences to meet the needs, interests and abilities of our children.

**Objectives**

* To provide opportunities for the children and parents to become familiar with the early years centre and meet EYC staff, other children and parents.
* To establish trust and partnership with the parents in order to work together to achieve common goals.
* To inform, support and reassure parents in preparations for their child’s first few weeks in nursery.
* ****To develop further opportunities to link with local nursery establishments.

**Implementation (role of staff)**

DHT is responsible for the organisation and management of transition to the EYC. This is supported by the Senior EYP.

**Transition Timetable 2024-2025**

|  |  |  |
| --- | --- | --- |
| **Date** | **Task** | **Completed** |
| Feb 2026 | Early Years Registration begins online |  |
| Apr 2026 | Establishment to send correspondence to parents by email, offering an early year’s place. |  |
| Apr / May 2026 | Depute Manager and DHT to liaise with other nurseries (if applicable). DHT to arrange staff visits to other nurseries / play groups, family groups etc for children with ASN. |  |
| Apr / May 2026 | For children with ASN, if required, DHT / Depute Manager to arrange visits to home, play group, family groups for children with ASN. |  |
| Apr / May 2026 | Depute Manager to coordinate visits for all new starts. Children and families should have opportunity to visit the room and meet keyworkers (this is arranged following initial visit). |  |
| May 2026 | Depute Manager / Senior EYP to arrange EYC groups using information from parents, staff, health visitors and other nurseries (if applicable). |  |
| Wednesday 3rd June 2026 | DHT / Depute Manager to run EYC parent / family induction session. |  |
| Aug 2026 | Depute Manager to plan ongoing Stay and Play visits set up within EYC |  |

**Role of Parents**

* Parents should enrol their child for education.
* Parents should bring their child along to visit.
* Parents should talk positively to their child about starting at the EYC.
* Parents should provide essential information for EYC staff by completing relevant forms.
* Parents should speak with the staff on a regular basis to discuss their child’s progress, share information and organisational considerations, and ask any questions.
* Parents should talk to their child about their day and celebrate their successes and achievements.
* Parents should read parent information letters and feel informed and part of their child’s learning.

**Children**

* Children should feel safe, secure, supported and happy in their new setting.
* Children will build relationships with EYC staff.

**Paperwork**

Online Enrolment forms

EYC information form

Medical consent form

Photograph consent form

School meals information

Learning Journals consent form

**Evaluation**

The success of this policy will be reviewed annually, with the views or parent, children and staff will be sought, noted and discussed.