

## Introduction

Our aim is that all children, families and staff work together to support a joyous and inclusive transition from home to nursery, making it a pleasant and reassuring experience. This leaflet is designed to share with parents:

- The "journey" of the transition process.
- The settling in process.
- The purpose of home visits.

## Journey of the Transition Process

- (1) New families receive their welcome pack.
- (2) The child's keyworker will visit the family at home alongside another member of the Nursery team.
- (3) Child starts nursery and her/his arranged settling in process commences.

Throughout this process children and families are encouraged to share any concerns or ideas with their keyworker and/or the Head/Depute Head of Nursery.

## Settling In Process

The Options: -

- Parents will be asked to stay with their child during the settling in process. Time scales will be negotiated with the child's keyworker.
- Working parents have the option to send a friend or grandparent to stay with their child during the settling in process. This must be the same person throughout and this can be negotiated with nursery.
- For children who only have a few sessions per week, parents can choose to bring their child into nursery and stay with them out with their allocated sessions during the settling in process. (Parents are asked not to stay during lunch periods).
- Younger children often benefit from bringing a familiar toy/comforter with them to nursery.
- The settling in process can last as long as required for each individual.
- The nursery operates an open door policy and parents are welcome to come throughout the year for pre-arranged visits.

## What is the Purpose of a Home Visit and What can Parents Expect?

The home visit is the first step to building positive relationships between the families and keyworker.

## What Will Happen at the Home Visit?

- The keyworker will introduce himself/herself.
- He/she will provide you with some information about the nursery.
- He/she will show you a copy of a learning portfolio that we will develop with your child. In the transition section you can add photos. This will be used as an information gathering resource and also as a tool to settle your child, (your child may wish to share their special book with new friends).
- With your permission, she will take photos to document your first visit, which she will share with your child in nursery and also take a photo of your child for their coat peg.
- Your keyworker will ask you to fill in a care plan and negotiate a settling in process with you.

**Home visits are at parent's discretion, if you are not comfortable with this, then you may meet your keyworker in nursery. Your keyworker may bring a colleague with them on the visit.**