



Transition Policy

At Growing Patch Nursery, the transition process involves the following:

- Management will contact parents via email prior to transitions starting, which will also be discussed verbally that week. (please note that transitions may not always be according to age but also to development needs and abilities)
- Transitions will start with short visits to the room and then will increase accordingly, depending on how well the child adjusts to the new environment and peers.
- Parents will receive daily feedback on their child's transition process.
- Parents will receive a start date for when their child will move into their room, considering when the child feels confident, secure and settled.

Please note that children who already attend Growing Patch Nursery are not always guaranteed a space in their required room, although priority will be given to children and siblings already attending.

Every effort will be made by management to accommodate transitions or requested days, however, as this is not always possible due to availability to comply with registration requirements, parents will be given a minimum of 2 months' notice.

Management will endeavour to inform parents at least 1-2 months before transition to either:

- Offer alternate days
- The option to remain in current room until required days become available
- Parents to seek alternate childcare arrangements

Management fully understand that seeking alternative childcare can be very stressful and worrying, but please be aware that every effort will be made to accommodate your child on the required days, but on occasion we may be unsuccessful. We must comply with the registration requirements regarding spaces.

If parents choose to terminate their child's placement at nursery, please be advised that 2 months' notice in writing or 2 month's payment in lieu is required.

<u>Last Updated/Reviewed:</u>	<u>Signature:</u>