



TRANSITIONS POLICY

Rationale: Young children and their families/whānau will be supported through the process of transition, into the homebased network service and to school.

Purpose: To ensure children feel comfortable and knowledgeable about the transition from a familiar setting to an unfamiliar setting, and that families are informed and comfortable with the process of transition for their child.

PROCEDURES

Transition into the Homebased Network Services

- The family/whanau culture will be taken into consideration in the transitioning process.
- Parents will be encouraged to stay with their child until the parents and educator feels the child is settled.
- Educators will be aware if any child shows signs of distress when the parent leaves, to ensure extra attention is given when required.
- At the end of each session Educators will again be available to discuss the child's day.
- The coordinator will meet each family before they start in a homebased setting.

Transition between Homebased Settings if Required

- Parents and educators will communicate clearly as to best practice to support children between educators with the primary educator taking the lead role to with visits to her home and the premises of the new educator to build on familiarity of both, the incoming educator and her home, as well as, the children currently in her care.

Transition to School:

- Information will be available to parents about local schools to support them in making the right choice for their child.
- Educators with the assistance from the coordinator will talk with children about school and all that it encompasses, so that it becomes a familiar subject.
- Educators will endeavour to familiarise children with the school they are planning to attend.
- Prior to attending school, educators will encourage self-help skills, and respect for adults, self, peers and equipment, personal safety and build on confidence and resilience.

- Educators with assistance from the coordinator will consult with parents to ensure pre-entry school visits are arranged, and may provide support when necessary.
- Educators and coordinators will be available to discuss with parents any concerns or expectations they may have in regards to the transition to school process.
- The Homebased setting will celebrate each child's last day of attendance, and their profile book will be given to the family.
- Children and their families involved in transition to school will be encouraged to share assessment documentation with the new entrant teacher to support the transition process.