

Starting at Castle Hill Pre-School

Transition Arrangements



Support is given throughout all transitions to both parents and children (whole family support).

This starts from the moment you first visit to look around; we try to explain and provide a visual demonstration of what life at our pre-school is like, as well as providing you with as much information as possible; including our prospectus (Welcome booklet) and an application form.

Now that you have a confirmed place for your child at Castle Hill Pre-School, please find enclosed your registration pack. It includes:

- A letter of confirmation stating your child's start date, the sessions days and times you have booked, and a request for you to contact us to arrange your child's 'taster' visits. If the 'taster' visits have already been arranged, you will find the date and times of your 'taster' sessions on this letter.
- A parent / pre-school agreement - a contract between yourself and the pre-school.
- A registration form – information that will help us to look after your child and meet their individual needs (eg. allergies, family background, routines, and so forth (essential transition information from parents).
- A uniform order form – uniform is optional.
- Our Privacy Policy which explains how we store and use your and your child's personal data.

'Taster' sessions – these give you the opportunity for you and your child to explore and experience the routines of pre-school together. These also provide an opportunity to meet your child's key carer and start to build important relationships that will help your child to settle and feel secure. You will be able to share valuable information that you, as your child's first educator, hold. These 'taster' discussions also link with the completion of the 'Two Year Check' or 'Starting Point Check', depending on the age of your child. These checks help us to get to know more about your child; their likes and dislikes, how they learn, etc. and enable us, together with you, the parent, to establish your child's starting level in the various areas of development. We aim to create a flexible settling in plan together, which will take into account both your child's needs and yours as a parent too.

Taster 1: You are asked to bring the following **completed** documentation with you to this taster visit:

- Registration form.
- Your child's full birth certificate.
- Parent's pre-school agreement.
- School uniform order form (if required).
- 2yr funding acceptance letter (with unique number) – if claiming 2yr funding.

You and your child will be encouraged to explore together and be introduced to your child's key carer. The manager or deputy will spend time talking through your completed forms, clarifying any information where needed, and will ask you for a password to ensure your child's safety if an alternative carer needs to collect your child at any time.

Taster 2: You are asked to bring the following **completed** documentation with you to this taster visit:

- Your child's 2 year check, completed by their health visitor (usually found in your child's red book).
- Any form or documentation requested during your first taster.

During both visits, your child will be encouraged to spend time with their key carer and other teachers. Your child's key carer or a member of the management team will complete your child's two year check (if under 3yrs old) or starting point check (if over 3yrs old) with you. This involves a discussion that will enable us to gain as much information about your child as possible from you, their first educator. You will be asked a series of questions, relating to the three prime areas of the Early Years Foundation Stage Development Matters (this is part of the curriculum that all early years' providers follow); namely Personal Social and Emotional Development, Communication and Language, and Physical Development. The check will focus on your child (the child's voice), your child's abilities, individual needs (medical/educational) and any parent's concerns, alongside any other family information (the parents' voice). Each child is an individual, therefore it is important to gain as much information from you as possible to enable us to understand your child, their needs etc. and where they are in their development at this precise time. We call this tracking their development. Upon completion of this check, your comments will be recorded on Tapestry, our secure, online learning journals. Your child's key carer will spend time working alongside your child and will add their observations. You will be given a password for Tapestry so that you can access your child's learning journal at any time and see what they are doing and achieving at pre-school. We ask parents to add to this journal too. This will be explained to you.

During both visits, you and your child will be encouraged to spend time with their key carer, exploring the environment and familiarizing your child with the routines of the day and the layout of the room. By playing with their parent(s) alongside their key carer, your child will begin to understand that the key carer is a safe adult that his/her parents trust and will begin to build the foundations of a positive relationship. A settling in plan will be created to accommodate both your child's and your needs.

Starting date: You are asked to bring the following items on your child's first day:

- Any documentation requested during previous tasters that has not been seen yet.
- Clothing for your child that is appropriate for the weather.
- Change of clothes for your child.
- Bag containing nappies, wipes etc. (if relevant).
- Your child's healthy lunch box (if staying for lunch).

We look forward to working in partnership with you and your child, to make the transition into pre-school a happy, positive experience for everyone; especially your child!