



Settling in & transition policy

Clyde Nursery Ltd aims for children to feel safe, stimulated, and happy in Nursery and to feel secure and comfortable with all staff. Parents/carers should be confident in both their children's wellbeing and in their role as active partners with children being able to benefit from their time spent at Nursery.

Clyde Nursery Ltd will support parents/carers to help their children settle or move between playrooms quickly and easily by giving consideration to the individual needs and circumstances of each child and their families.

This policy is in place for children joining Nursery and for children moving between playrooms.

Settling in

Each child who is joining Nursery will receive a minimum of two sessions in Nursery as familiarisation. They will be welcomed by a member of the Nursery Management Team and will be introduced to the main points of contact – the staff who will be working with the child and in particular the child's Key Person.

On the child's first visit to Nursery, one parent/carer will be encouraged to stay with their child for a period in the playroom. This visit gives the parent/carer an opportunity to share important information about their child and ask any further questions about the Nursery and/or the care of their child. This will also enable staff and the parent/carer to discuss and complete important documentation, in particular any missing parts on the child's Registration Form, the Child's Personal Plan and Child's Chronology.

A Parent Induction check list will be used to ensure all areas are covered.

Additional 'Settling In' visits can be arranged if parents/carers feel their child would benefit. Parents/carers are also encouraged to call the Nursery at any time to enquire how their child is doing and if they need reassurance that their child has settled.

Transition

Transition for Butterflies to Busy Bees usually takes place in August. Open evenings for parents are held to coincide with transition.

Transition for Pussy Cats to Butterflies usually takes place over several weeks dependant on when a child reaches their 3rd birthday.

The decision to move children between playrooms is made when it is deemed an appropriate time for the development needs of the child. It is also based on availability in playrooms.

Parents/carers will be introduced to the playroom and to the staff – Team Leader and ‘Key Persons’ and a transition welcome letter indicating dates of the move.

Familiarisation for children through frequent short visits to the new playroom takes place prior to transition and when children do move between rooms until they settle in their new playroom. A ‘Mini Care Plan’ document should be completed which lists important information about the child including the child’s likes/dislikes, allergies, any medication information, etc. The ‘Mini Care Plan’ is signed by a staff member in child’s original playroom, by the staff member responsible for the care of the child during the transition visit, and by a staff member when the child returns to their original playroom.

During the child’s pre-school year, Clyde Nursery Ltd will accommodate, wherever possible, the transitional policy of each receiving primary school regardless of the number of children involved. A transition report for each child will be forwarded to the relevant receiving primary school.

A copy of this policy is available to view in the Policy Folders held in the Nursery Office and Nursery Playrooms.

Reviewed: January 2026

Date of next review: January 2027

Appendix: Transition Checklist
Transition Letter to Parents
Child’s Chronology
Child’s Personal Plan



Transition Checklist

Child's Name
Existing Playroom Existing Key Person Existing Senior
New Playroom New Key Person New Senior

Please confirm all relevant information is passed to the child's new key person/room

	Date	Signature	Details
Family informed of transition date			
Family introduced to new key person and playroom staff			
Personal plan (up to date)			
Accident/medical/ temperature monitoring forms			
Lifesaving medication forms			
Up to date observations (if relevant)			
Emergency contact form			
Staged plan/notes from other agencies (if relevant)			
Special instructions i.e. Photos/allergies/dietary etc			
Chronology/SHANNARI wheel forms			
Daily mile form			

Signed existing key person: _____

Signed new key person: - _____

Any