



Settle and Transition Policy

Settling into Wise Owls

At Wise Owls we are keen for your child to settle happily and need your help to make this happen. Here is some information to help you understand what will happen and why.

Before the initial settle

- We will discuss your preferred sessions and start date taking into consideration your needs and those of the nursery.
- You will fill out a parent contract and supply the deposit.
- You will then receive an email with potential dates and times for initial settles. We aim to book settles during the sessions your child will be attending and a couple of weeks prior to the official start date, so please let us know if you have a deadline such as returning to work.
- It is important that whenever possible the child is brought to the settle by the person who will mostly likely be dropping the child off/ picking the child up.

Each age group has slightly different expectations for length of settle:

-Squirrels (9mths-2 years) we initially book in 6 dates aiming for a 'little and often' approach with open ended settle sessions. This includes a home visit and an after hours settle with a parent.

-Hedgehogs (2-3yrs) we book in 4 initial settles with an end time if appropriate. This includes a home visit and an after hours settle with a parent.

-Bluebirds (3-5yrs) we book in 4 sessions which lengthen as they go on and have an end time if appropriate. This includes a home visit and an after hours settle with a parent.

These are a 'rule of thumb' and not necessarily the same for every child depending on individual needs.

During the Settles

- Home visit – a Director and key worker will visit your home for approximately 20 minutes. This is an opportunity for your child to meet their key worker and initiate the bonding process in their home environment. A Director will support you in setting up your child's profile on Family, for example contact details etc.
- This is followed by a 15 minute after hours settle with your key worker, your child and yourself. This is usually between 4.15-4.30pm and takes place the day before your child's first in-house settle.
- On the day of your child's first in house settle you will be greeted by your child's keyworker and supported in saying goodbye to your child at the door.



- You will have a chance to make a plan around how long to try for initially and agree a pick up time each session.
- You can call the nursery at any time to ask how your child is doing.
- The Keyworker/ team will endeavour to keep you up to date with any issues/observations that may occur throughout the sessions.

After the settles

- Should your child need more time to settle then these will be negotiated on a session by session basis. Please be aware that the original agreed sessions are free but any extra will be charged at an hourly rate.

Attending dual nurseries

- Our Finance Director will coordinate funding requirements between Wise Owls and a dual nursery with the support of parents.
- We will encourage communication between the key workers of both nurseries in order to ensure as much consistency for the child as possible.

Transitioning through Wise Owls

- As your child transitions through the nursery we will endeavour to organise in-house settles with the child's new age group. This is to enable the child some time to get to know their new key person/team, the routines and learning environment.
- We will organise a time for your child's current and new key person to meet for a handover.

Transitioning to school

Support that we can provide to help children prepare to start school can include:

- sharing books about starting school
- teachers visiting the nursery
- school visits/talking about the new school and routines/looking at photos of the new setting/school website
- meeting new teacher at school
- helping children to develop the skills they will need at school, for example undressing and dressing themselves, independent toileting etc.

Transitions outside of nursery

At Wise Owls, we recognise that children sometimes need additional support when facing changes outside of nursery. Transitions for children can include moving house, starting another nursery, parental break up or new sibling arrivals. Our role as an education setting is to work in partnership with the child's parents/carers to support them through change. This support will vary, depending on the individual needs of the child and their previous



experiences. Please let us know if any changes occur in your circumstances that might affect your child.

If you have any concerns about your child's ability to cope with a future transition, please do not hesitate to contact us.