

Transition Policy

Kinnegad Community Childcare identifies change as a crucial part of both children's and adult's lives. We understand that this may be a difficult process, therefore we commit to an ongoing support for all involved, in order to make transitions smooth, pleasurable and meaningful.

CHILDREN'S TRANSITIONS:

- From home to Cairdeas full day care.

On **enquiry** parents and child/children are encouraged to visit the Centre. The Manager/Supervisor will be on hand to show them around, explain the ethos and day to day running of the facility and answer any questions they may have. The Family will be introduced to staff and invited to stay in the room for a little while.

If parents **decide to enrol** the child, they supervisor will familiarise them with the Registration Pack

- the registration form (the child cannot enter our care without a fully completed registration form)
- the parents handbook (plenty of information about the Centre, policies and procedures)
- All About Me (this allows us to get to know your child, their likes and dislikes, patterns etc.)
- Admissions Policy
- payment form
- curriculum guidelines.

Adults will agree on the date and terms of **settling in**. We will consider your circumstances on an individual basis, but an average settling in process begins with 2 hours a day and then increases gradually. It lasts approx. a week and is free of charge. Staff in the room ensure that the communication lines with parents are open at all times. Parents are welcome to phone the Centre at any time or request a phone call from a supervisor to check on their child's progress.

Child/Children are assigned a key worker, who ensures that they are becoming familiar with the setting and forming attachments at their own pace.

- From home to Cairdeas ECCE sessional care

Parents must put their name on the Free Pre-school list in person (fill in a form).

They are contacted by phone and invited to an open day in April, where the rules of the centre and paperwork are explained in detail. This is also an opportunity to ask questions and take a tour of the centre. There is a second Open Day for parents to bring their children, who can visit and play together throughout the morning.

Children are assigned a room and begin their journey in September. Staff communicate with parents regularly.

- From room to room within Cairdeas

Our staff are fully qualified and have a broad knowledge of child development. They inform a supervisor when a child appears ready to move on to another room. Among the signs are: confidence, self-help skills, advance in communication and social skills. The supervisor speaks to the parents and they discuss how to best prepare their child for the transition.

The child visits the destination room, for short periods of time and is accompanied by key worker to begin with. The visits gradually become longer and independent. Staff pass on valuable information about the child's routine, their likes and dislikes and the curriculum.

When the child is content in the destination room, the transition is complete.

- From Cairdeas to National School

In June staff and children discuss school at circle time. They look at photographs and visit during an Open Day. They get the opportunity to meet their teachers and play in a classroom.

STAFF TRANSITIONS:

At Cairdeas we believe that rotating staff on a regular basis is beneficial to both themselves and the children in their care.

Each individual has a different skill set they can share with their colleagues.

Each individual has a different learning/teaching style.

Each individual has distinct values and opinions.

Each individual has a different life and work experience.

Each individual acquires specific skills when working with a different age group.

Team dynamics change with every move. New, fresh ideas come to life.

A new environment promotes creative thinking and encourages staff to leave their mark.

- Full day care and afterschool care

Room leaders and room assistants rotate on alternative years, unless circumstances dictate differently. Settling in period is organised to allow the staff and children get used to each other.

- Sessional care (Free pre-school year)

Room leaders and room assistants rotate on alternative years.