

## TRANSITION FROM TODDLER GROUP TO PRESCHOOL GROUP (PROCEDURE)

To keep the transition from toddler room to preschool group as smooth as possible; we follow an effective and flexible settling in procedure to meet the individual needs and circumstances of children.

Children are moved from toddler group to preschool around the time of their third birthday. It is usually a month before their third birthday as they show signs of being ready for more challenge. You will be informed by the teachers of the exact date when your child will be moved to preschool group.

The settling in from toddler group to preschool group is done over few days when the child spends short periods with preschool group at different times of the day. The child is accompanied by toddler group practitioner for first few sessions and there after the settling in is gradually handed over to the new key worker in the preschool group.

The day routine is more structured with lot more activities available at all times in the preschool group. The room is carefully prepared with different workshops or areas. These are:

- Book Corner
- Construction Corner
- Home Corner
- Art Area
- Montessori Everyday Life Area
- Montessori Sensorial Area
- Montessori Culture Area
- Montessori Literacy Area
- Montessori Maths Area

During the settling in sessions the child will be introduced to the following things:

- Various areas of learning indoors and outdoors as stated above.

- Their peg where to hang their coat and their drawer / tray to put their belongings from home like gloves, hats and the ones from the nursery like artwork, writing work.
- Few simple routines like tidying up after finishing, changing into indoor/ outdoor shoes as required, wearing their own jacket, hanging it on the pegs.
- **Snack time routine:** Children are shown how to wash their hands using soap, and serve their food. They are also encouraged to pour their own drinks from a small child size jug.
- **Lunch time routine** where children are encouraged to feed themselves with a spoon or a fork and then tidy their leftover food in food bin container. And put plates, cups and cutlery appropriately in the cleaning basins (Bowls) or trolley.
- **Daily Routine:** Please see the attached routine of the day that includes small group times activities (adult initiated) like morning and end of day circle time, story time, Focus activities.
- **Extra-Curricular activities:** During the week children will have opportunity to join in one Extra-curricular activity each day. These are Show & Tell, WOW leaves, Computer lessons, Yoga, Cooking, Stem, Dance and movement sessions.

Children in preschool group wear a uniform. This is mandatory for all. Please see the attached **School uniform policy**. We also have old uniforms in good conditions that have been donated by the parents whose children have moved on to big school. All items of used school uniform are sold for £3 only. The money will go to our chosen charity of the year.

All children above the age of 2 years are given a Library bag to borrow a book from nursery library every week. There is an extra charge for the bag. Please see the attached **Reading Scheme**.

All children in the nursery are given a gym bag to store their spare clothes at the nursery on their pegs. There is an extra charge for this bag.

You will receive a weekly planning informing you of adult initiated activities that have been planned for the week.

There is no daily diary record of meals. Children do not sleep in preschool group though everyone has a bit of rest after lunch time. Children are encouraged to be toilet trained before they join the preschool group.

General feedback will be given at the door. Sometimes you might have to wait for a teacher to become available to speak to you as they might be busy with another parent. Please advise the teachers if you wish to know on daily basis about specific things of your child's day like meals etc.

**Also, we encourage to book a quick chat (on telephone or face to face) with your child's key worker if you wish to ask or share any information relating to your child.**

**We understand that some children will settle more readily than others. The above is just a guideline and will be altered to meet the individual needs of the children.**