Transition policy

Transitioning to JCB’s

Settling in – We endeavour to do at least 2 settling sessions with your child. One of these may be your initial visit with your child where they can familiarise themselves with the environment. The second can be when you come and sign contracts and all the permissions. This visit can last up to an hour and a half as we go through the paperwork and also spend the time getting to know your child and their starting points.

It may be that your child does not attend either of these appointments. In which case we would try our best to schedule 2 settling in sessions with your child of between 1 and 2 hours in length. If your child struggles to separate we are happy to do more sessions and build the time up from as short as 10 minutes.

We must have met your child at least once before they start and prefer that this is during session time so they can meet some of the children however times outside of standard business hours can be arranged if that is the only convenient time.

If your child is moving from another setting we will ask to see their learning journey from their previous setting so that we can get a good idea of what they’ve been working on and whether there are any activities they really enjoy. If it is possible their key person will try to visit their previous setting to spend a little bit of time with them.

Transitioning from JCB’s

When children leave our nursery, we will try to make the transition as smooth as possible. You will receive your child’s learning journey which includes their tracker. If they are moving to another setting we will complete a transition form.

All data will be held in line with GDPR regulations (please see sperate policy)