



Settling in and Transition Policy September 2025

Mission

To ensure that children and their parents/carers are fully supported during the transition into and through the different rooms at Minibugs.

Minibugs will work in partnership with parents/carers to create a safe, welcoming and transparent process that puts the wellbeing of the child at the centre.

What to expect

Minibugs Nurseries operates a Key Person system, where each child is assigned a designated team member who takes primary responsibility for building a strong, supportive relationship between the family and the nursery.

While the Key Person serves as the main point of contact for parent/carers, they do not have sole responsibility for the child's care. Parents are welcome to speak with any member of the team regarding their child's needs and development.

We recognise that all children and parent/carers are unique and so there is no specific settling in length or method that must be strictly followed. As a guide, the following settling in sessions are what can be expected:

First settling in session

The first session is expected to be around 30 minutes to 1 hour long, at which the parent/carer will remain in the room with their child. The key person, or an alternative suitable person, will spend time with the child and parent/carer to complete documentation that will ensure Minibugs provides safe and effective care.

Second settling in session

The second settling in session is expected to be around 1 hour long, with the parent/carer leaving the child at nursery. The key person, or an alternative suitable person, will spend time with the child and begin building positive relationships.

Third settling in session

The third settling in session is expected to be around 1 hour long and where possible will involve snack time. Upon collection the parent/carer and key person will agree on an appropriate "next step" for the child as they begin their journey at nursery.

Additional sessions

For some children, three settling in visits may not be sufficient for a child to start attending their planned nursery sessions. In these circumstances the Nursery



Management team will work with the parent/carer to develop a plan to nurture a calm and reassuring settling experience.

In the event that a child experiences significant difficulty settling into the nursery environment, the Nursery Management team will work closely with the parent/carer to review the situation and explore additional support options or alternative arrangements to ensure the child's wellbeing is prioritised.

Transition

As children grow with us, they may transition into different rooms within the setting dependent upon their age and stage of development. We recognise that children and parents/carers may require additional support during this time whilst adapting to new environments and routines. We will work in conjunction with parents/carers to ensure that such transitions are clearly communicated and seen as an exciting time for our children.

School Transition

During the summer term before the children in our school readiness programme transition to school, Minibugs will work with parent/carers, and their respective school, to ensure the best possible start for the children in the next step of their educational journey.