Transition in for children on the 2-year-old offer (FEE2)

Introduction

As for all children a smooth transition into your setting is very important and these steps will support a successful start.

Funding through the 2-year-old offer takes into account a two week settling in period which can include meetings to plan for a child's particular needs.

Suggested steps:

- 2-year-old offer team will alert the setting of a parents interest
- Parents visit the setting
- Parents say they want a place
- A place is offered and at this point:
    - Parents are given usual/relevant paper work such as 'Getting to know you' Booklet, Settling In 'agreement', contact details etc
    - Setting contact 2-year-old offer admin on 020 8359 4717 to inform team that a place has been accepted to establish the name of the referrer for the 2-year-old offer
- If it might be relevant to the child's needs the referrer is contacted for any further background information e.g. if referrer is a health visitor or other professional
- Paper work is received from parents and discussed
- If necessary a meeting is set up to discuss the child's needs and to plan the transition in. It will enable parents and setting to go through the 'Getting to Know You 'booklet and paperwork together. It will highlight children who may need a longer period of time to settle The meeting should include other professionals who are involved with the child where appropriate
- Start dates given.