

## Room Names & Structures

We access each child on an individual basis; children will be moved on developmental and ability basis.

Elves Enchantment	From birth to 14 months
Pixie Parlour	From 14 months to 20 months
Camelot birthday	From 20 months to the term before their third birthday
Merlin	From three years to school age

### Transition between rooms

Babies will begin their time at Kinder Castle in Elves Enchantment. When your child is approximately 14 months will usually be ready to move up to the next room, Pixie Parlour. Staff are very experienced at judging whether your child is ready to progress and will always discuss this with the parents before instigating a schedule for the move. The process of moving through is carried out in a very gradual way, starting with short visits to the room to acquaint the child with their new surroundings, staff and children.

Parents are kept informed about the progress of the visits and are invited to meet the new room staff and in particular their child's new key person. Their present key person will pass on all relevant information to staff within their new room. When the child is around 22 months old they will be assessed again on whether they are ready to move up to Camelot. Once again the parents are always consulted about this and their views taken seriously.

The child's final move is usually the term before their 3<sup>rd</sup> birthday. They move into the pre-school room, Merlin.

If at all possible we try to move children up with one or two of their friends so that there are familiar faces going with them. (Depending upon availability.)

Each stage usually takes about four weeks but can be lengthened or shortened to suit the progress of the individual child. The parents are kept informed daily and are introduced to their child's new key person at the beginning of the process so they know who will be caring for their child.

The visiting children are always closely monitored to make sure that they are adapting well to their new surroundings. If a child develops a problem or dislikes the changes then we will slow the process down and take it at the child's own pace.

Updated 10<sup>th</sup> June 2008.