

Guidebook for childcare centres

**SMOOTH TRANSITION FROM CHILDCARE (0-3 years old)
TO PRESCHOOL/ OUT OF SCHOOL CARE (2,5 -6 years
old)**

**Lut bracke – Coordinator child care - REGION OOST –
2013 – City of Ghent**

GOING TO SCHOOL



TIMELY INFORMATION ON INSCRIPTION

1. Provide customized information about the enrollment period of each child:

priority for brother/sister , children of staffbroer/ zus







2. Provide information on how to register

- So they parents do it by themselves, you do it together, you can refer to the schools, specific information events and other intermediary organisations





Make your own time band. Also include the registration periods for the holiday care arrangements

<p>INSCHRIJVEN 7/1 → 11/1: krokus 14/1 → 18/1: vakantie</p> 	<p>INSCHRIJVEN 1/2 → 21/2: scholen www.meldijaa.nl</p>  <p>18/2 → 22/2 } paasvakantie 25/2 → 1/3 }</p>
<p>INSTAP DATUM 7/1</p> 	<p>INSTAP DATUM 1/2</p> 
<p>UITSTAP 22/1: senioren</p> 	<p>UITSTAP 2/2: peuterontmoetingsdag school vrij</p> 

- **Where to / which schools?**



- Brochures, (Child & Family school electoral guide), websites...
- Collect flyers from the neighborhood schools
- Inform parents about open days of the schools
- “School in your neighborhood” wants to turn some schools into real neighborhood schools. Parents visit and choose schools in the area together. This initiative organizes both information evenings and visits to a number of schools. More info on www.schoolinjebuurt.be. Inform your parents about this initiative.
- Advise parents to also pay a visit to the school and class outside the open days.



1. *Use photos to visualize the plan of the neighborhood with the schools on it.*
2. *Also invite teachers and bridge figures of the preschool to parties organized by your childcare centre*
3. *Go as childcare staff to the school's open days yourself.*
4. *Participate in the round of visits organized by “School in your neighborhood”*



What is the best time to go to school?

Tasks for the childcare responsible for one specific child and parents (*aandachtsbegeleiders*)

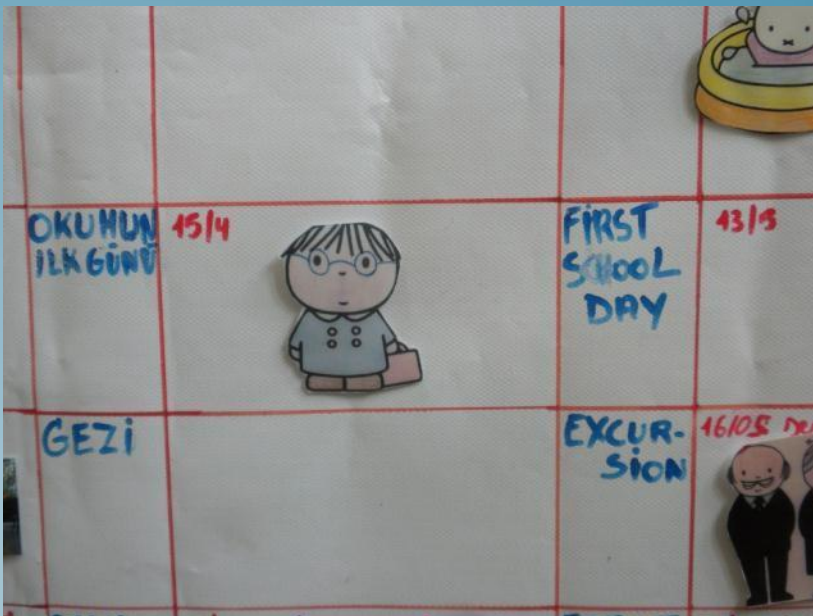


- Discuss with parent(s) when they want the transition.
- Give advice based on:
 - Child portrait (ZiKo-Vo)
 - Going to school for the first time (City of Ghent O&O)
 - Brochure Child & Family: “To school: How prepared you your child?”
 - Give an overview of different starting moments: E.g. ½ time, 1 day on and off, ...





1. Put the different starting moments for peschool on your time band
2. Include the open days of the various schools and/or the dates of the round of school visits.



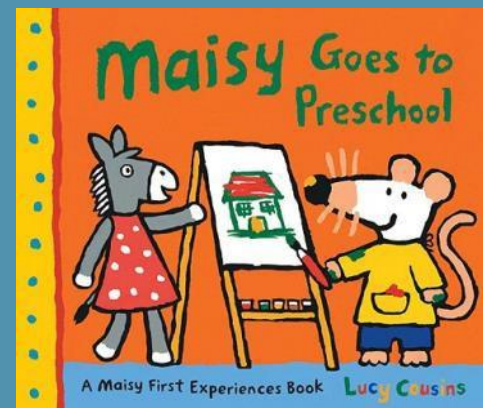
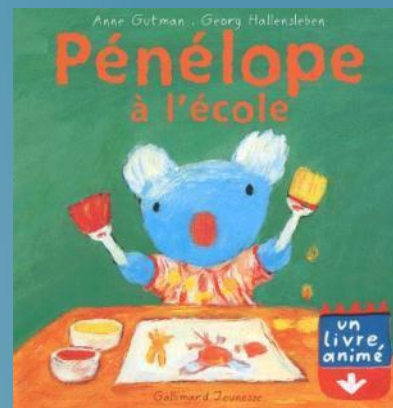
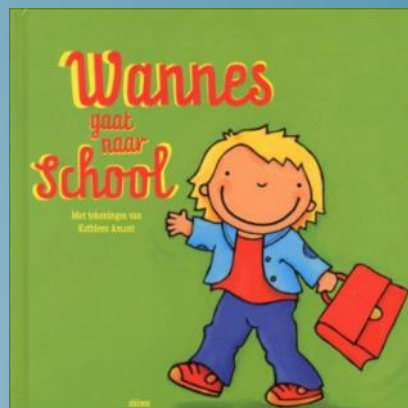
FAMILIARISATION • In general

- Do not pass on information about a child to the school or out of school care staff without asking the parents.
- Ensure good contact with the school: mutual information
- Read books about going to school
- Visualize the schools on a map of the neighborhood and stick the pictures of the children who will go to school next to the school. Ask the parents if this is allowed.
- Give the children who do not go to school in the area a place on the plan aswell! So no child is forgotten





1. Ask parents who are going on holiday abroad if they want/can bring foreign language booklets about the transition to school.
2. You can use a doll to prepare the child for the transition to school in a playful way. (more info pop Wannes: www.abimo-uitergerij.be)
3. Invite parents to come and read (in other languages) booklets about going to school.
4. Give the books that you have read together with the toddlers to parents.



5. Document with photo's for the children



FAMILIARISATION

- Transition to preschool

- *Inquire at the school about visits to the preschool and give the information to the parents.*
- *Offer the opportunity to accompany parent and child to the school as an attention companion.*
- *For an adjoining school: Plan a number of settling-in moments in the classroom with a few children (Even if there is only one child who is transferring to school at that time.)*





1. *This is also possible for other schools.*
2. *Take/ask pictures of the class and the new teacher.*
3. *View the photos of the class and/or teacher with the children or use them in a game.*
4. *Invite the teacher to your facility.*
5. *Organize a study day in a school to get to know the school at other times as well*



FAMILIARISATION



- *Transition to out of school care*
 - Out of school carers are involved in the operation of the child care centre: stepping in in the living group, picking up or bringing the toddlers to/from the class,...
 - We do joint activities with parents and children. (e.g. New Year's reception, summer picnic)
 - Plan a meeting with the parents together to exchange information about the children who are transitioning.
 - Plan a number of settling-in moments in the out of school care centre for the toddlers who are transitioning



1. Regularly go and play with a group of children in the out of school care spaces so that the environment becomes familiar. Added value: someone from the out of school care is present.
2. Let children get used to the out of school care during the holiday period



Now I feel
ready!

