

Earthquake recovery

Supporting the transition of children from your service into a new early childhood service

A child’s transition from one early childhood service affects each child differently; it can be exciting for some and scary to others. It will mean many new changes for children and their families and can be temporarily unsettling, particularly given the current circumstances in Christchurch. There are things that ECE services can do to make the transition smooth. When a transition goes well any initial distress quickly recedes.

This document will help with sharing information, communication and planning between services and a child’s parents/family/whānau. We ask that you complete this document and encourage parents/caregivers/whānau to take their child’s information from your early childhood service and pass this onto the new service that their child will be attending.

The information will assist families and whānau to build a new relationship with the new service and help the staff get to know the child/ren and their family as quickly as possible.

A child’s transition will be much smoother if their family and the child also have a voice throughout this change. We encourage you to also share the Family File booklet found here <http://www.minedu.govt.nz/~media/MinEdu/Files/EducationSectors/SpecialEducation/ParentInformation/TheFamilyWhanauFile.pdf>. Families can fill this form out with their child, particularly asking them to think about the things they’re worried about or excited about, and telling the new centre about themselves and their family and whānau.

Date:	Completed by:
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Identifying information

Name of child	
Date of birth	
Family address	
Parent or carer names	
Telephone number	
Mobile number	
Email address	
Languages spoken at home	

Child's learning profile

Please indicate the existence of any of the following and encourage families and whānau to take these with the child/ren to the new centre to enable their learning stories to be built on:

Evidence from the child's/children's learning journey from the centre:	
- profile	<input type="checkbox"/>
- developmental records	<input type="checkbox"/>
- home contact book	<input type="checkbox"/>

Childs strengths and abilities

Please indicate the strengths, skills, abilities and interests that your service staff/whānau know about this child, which will assist their transition into a new situation.

Other important information

If any of the following are in place, it will also help the new teaching team to know about the child. Include key agency contact people and contact phone number.

Special Education support eg, IEP, Behaviour Plan, Communication Plan (Speech and Language)
Health Plan – asthma, food allergies etc
Custody orders

Additional information from your centre

Is there any additional information you can share about the child's time at the centre they have left which may enable the new teaching team to build onto the child's early childhood experiences?