# Transition to New Room Letter

INSERT LOGO and address

Dear families,

I’m writing in relation to your child’s impending move to a new room with different educators <next year/in the coming weeks>. It’s natural to have concerns about how well your child will settle into a new environment. While change is harder for some children than others, I want to reassure you that we have strategies in place to help you and your child feel comfortable as soon as possible. These include:

* inviting the new educator to visit your child in their room as often as possible and talking about them in general conversations
* talking with your child about the coming change for at least 2 weeks before the move in a positive way
* visiting the new room and educators to complete activities for a couple of weeks before the move. Families are welcome to attend
* talking to families about the strategies they use to help their child cope with change
* celebrating your child’s last day in the room with a special menu and/or activity.

Please remember that the opportunity to move between <groups/rooms> at our Service is based on many factors, not just age.

If you have any questions or concerns about your child’s move, please don’t hesitate to contact your child’s educators or the Nominated Supervisor.

Sincerely,

<insert name of Nominated Supervisor>

Nominated Supervisor

Ph <insert number>

<insert date>