

Settling In

We aim for children to feel safe, stimulated and happy in the nursery and to feel secure and comfortable with staff. We also want parents/carers to have confidence in both their children's well being and their role as active partners, with the child being able to benefit from what the nursery has to offer.

We aim to help parents and other carers to help their children settle quickly and easily by giving consideration to the individual needs and circumstances of the children and their families.

Children cannot play or learn successfully if they are anxious or unhappy. Our settling-in procedures aim to help parents/carers to help their children to feel comfortable in the group, to benefit from what it has to offer, and to be confident that their parents/carers will return at the end of the session.

The nursery staff will work in partnership with parents/carers to settle their child into the nursery environment by:

- 1 Providing parents/carers with relevant information regarding the policies/procedures of the nursery
- 2 Encouraging the parents/carers and children to visit the nursery during the weeks before an admission is planned
- 3 Planning settling in visits and 'trial' sessions (lasting approximately 1 – 2 hours). These are included as part of the registration fee and take place over a one or two week period dependent upon each child's needs, age and stage of development
- 4 Welcoming parents/carers to stay with their child during the first few sessions/weeks as appropriate, until the child feels settled and the

- parents/carers feel comfortable about leaving him/her. Settling in visits and 'trial' sessions are key to a smooth transition and ensure good communication and information exchange
- 5 Reassuring parents/carers whose children seem to be taking a long time settling into the nursery
 - 6 Encouraging parents/carers, where appropriate, to separate themselves from their children for brief periods at first, gradually building up to longer absences
 - 7 Allocating a key person to each child and his/her family to welcome and look after the child and his/her parents during the settling in period, and throughout his/her time at nursery to ensure the family has a familiar contact person to assist with the settling in process
 - 8 Respecting the circumstances of all families, including those who are unable to stay for long periods of time in the nursery and reassure them of their child's progress towards settling in
 - 9 Inviting parents to telephone during the session if they wish to put their own mind at ease
 - 10 Nursery staff will telephone parents/carers if a child does not settle at all once their parent/carer has left.
 - 11 Children will not be taken on an outing from the nursery until s/he is completely settled
 - 12 Ask parents to complete a brief 'Profile' form about their child in advance of their attendance to enable us to know something of each child's background prior to their commencement at nursery
 - 13 Introduce new families into the group on a staggered basis, rather than all at once
 - 14 Introduce flexible admissions procedures, if appropriate, to meet the needs of individual families and children