



## Settling in

We aim for children to feel safe, stimulated and happy in the nursery and to feel secure and comfortable with all the team. We also want parents 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 support parents and other carers to help their children settle quickly and easily by giving consideration to the individual needs and circumstances of each child and their families.

The nursery staff will work in partnership with parents to settle their child by:

- Parents are invited for a tour of the nursery as part of the registration process.
- Spaces are offered in writing in advance of the start date.
- Parents are provided with a welcome email which details policies and procedures of the nursery, new parent information pack and admission forms prior to settling in.
- Every child regardless of number of days attending will be given 5 settling in sessions, starting for one hour on the first day extending to a session approximately 50% of the whole day by day five.
- Parents are invited to stay on the first settle, then leave their child but remain in close proximity to the nursery in case their child becomes very distressed.
- On their child's first day parents are given a small welcome bag containing small items of comfort such as tissues, tea bag, biscuits. It also contains a settling in questionnaire to support us to review our process.
- We give parents a flag, to decorate at home with their child, celebrating their family which is displayed in the entrance hall.
- During the children's first week we will ensure we share 'Moments' on ParentZone to reassure.
- A key person will be allocated by the Lead Teacher in advance of the child's first settle.
- The key person will meet with the parent on the first day to complete an 'This is Me' form, to ensure they know about the child's routines, likes, dislikes and any medical or dietary needs.
- For children with English as an additional language we will complete an EAL Form, which details some key words in the child's home language, to be used at nursery to support their transition into the setting.
- Reassuring parents whose children seem to be taking a long time settling into the nursery, offering additional sessions if required to further support settling in. additional sessions will be at the discretion of the manager and a times that suit the nursery.
- Encouraging parents where appropriate, to separate themselves from their children for brief periods of time, gradually building up to longer absences.
- Reviewing the nominated key person if the child is bonding with another member of staff to ensure the child's needs are supported.
- 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.



- The parents will be sent a link to Parent Zone, to enable them to see their child's progress each day.

This policy was adopted:	Signed on behalf of the nursery:	Date for Review:
August 2023	J. Coackley	2024