

Settling in Policy

Aim

To ensure that all children and parents/carers feel safe, secure and comfortable with all the nursery day care team. To make the nursery feel as welcoming and inviting as possible where the children and their families settle in quickly. To consider each child's individual needs and the parents/carers wishes.

Methods

Parents/carers and their children are welcome to tour the nursery at a time that suits the family to get a good idea of what happens during the day.

All families will be offered a settling period of up to two weeks prior to starting at Loseley Fields Children's Centre. This will depend on the individual needs of the child and their families. These sessions are free to help the child and parents/carers to settle into nursery life.

All children who start at the nursery will be assigned a key worker who will be available in the child's settling sessions to answer any questions from parents, to help fill in any forms and to go through the child's settling forms so they know all about the child's needs.

Settling sessions

First day – To come into the nursery with your child, to stay for an hour or so to fill out the child's settling form with the key worker and to meet the nursery team.

Second day – To come again with your child to stay for an hour to play with your child and if they and you feel happy to leave you are welcome to go. Parents/carers are welcome to stay on site in the community café or to go home.

Third day – Some children may be ready to stay by themselves for a longer period of the day or they might want to do the same procedure as the previous day. This will all depend on the child.

For the rest of the time we recommend that your child stay for a meal time, for a sleep and to have a bottle so they get used to other people feeding them, putting them down for a sleep and different situations at the nursery.

This settling session is an example some children may need longer than others and some will arrive on their first day like they have been here before, we will let the child take the lead of how many sessions they will need.

If can be a stressful time for a child and for the parents/carers when first leaving a child at nursery. You as a parent are more than welcome to come and talk to the Childcare Manger about how you are feeling leaving your child and we can give you any help or advice. The more your child sees you, the parent/carer interacting with the staff and the children and the more the child comes to the centre they will start to feel more settled with it.

Useful resources and websites

At the nursery we have “Starting Nursery” books which you can read at home with your child to help settle them into the nursery.

This policy was adopted by for Loseley Fields Children Centre.	
Name:	
Position:	
Signature:	
Date:	Review Date: