



Settling In Policy

Aim:

To enable children to settle into the nursery environment with confidence and ease and to enjoy their nursery placement.

Objectives

- To welcome the child/parent into the nursery
- To introduce the child/parent to the child's key worker
- To indicate to the parent/s where information relating to the nursery curriculum is displayed
- To familiarise the child with nursery routines eg. toilet, resources, safety measures etc.
- To explain the Health and Safety rules within the nursery environment
- To inform parent's of the accepted codes of behaviour within the nursery.

Responsibilities:

- All staff are responsible for creating a welcoming environment for the children
- All staff should have a responsibility for getting to know ALL children (and parents, if possible)
- Staff work as a team and are therefore responsible for the settling in of children, however, each member of staff has a specific remit for settling in the children assigned to their group.

Communication and Understanding

Staff will be reminded on an annual basis of this policy. Staff will have daily discussions on general and focussed observations throughout the session. This will enable them to share and exchange knowledge on an individual child's progress.

The Process

- There is a staggered induction process operated when a new child begins nursery. This allows the parent to stay with the child over a given period of time and for the child to become used to the new setting. Changes can be made to take account of the individual needs of the children and family.

An example is given below:

| Day | Time | | Day | Time | |
|-----|--------------|---|-----|--------------|---|
| 1 | 9.30 – 10.30 | Parent / adult present 30 mins – on premises but out of sight 30 mins | 1 | 1.30-2.30 | Parent / adult present 30 mins – on premises but out of sight 30 mins |
| 2 | 9.30 – 10.30 | Parent / adult present 10 mins – on premises but out of sight 50 mins | 2 | 1.30-2.30 | Parent / adult present 10 mins – on premises but out of sight 50 mins |
| 3 | 9.30 – 11.30 | No adult on premises, if possible – please consult staff to see how your child is settling (adult may be able to leave the building if all is well) | 3 | 1.30-3.30 | No adult on premises, if possible – please consult staff to see how your child is settling (adult may be able to leave the building if all is well) |
| 4 | Full session | If child is ready | 4 | Full session | If child is ready |

Extended day children will be given one settling in session over the lunchtime period i.e. 10.30am – 1pm prior to starting the full day.

Getting to Know You Meeting

The Depute Head of Centre holds 'getting to know you' meetings with all new parents/carers at the beginning of each term (September, January and April). This is usually scheduled once the children have been attending for 3-4 weeks. Parents/carers will receive a letter from the Depute Head of Centre inviting to attend a meeting.