

Settling In Policy

We aim for children to feel safe and happy in the nursery and to feel secure and comfortable with Practitioners. 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/carers to help their children settle quickly and easily by giving consideration to the individual needs and circumstances of children and their families.

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

- Providing parents/carers with relevant information regarding the policies and procedures of the nursery
- Encouraging the parents/carers and children to visit the nursery during the weeks before an admission is planned
- Incorporating home visits and transition visits introductory sessions (lasting for short periods of time and building up as helpful; approximately 30 mins to 1.5 hours)
- Working in partnership with parents to enable them to voice any concerns or worries they may have prior to their child starting, which in turn will give them the confidence to talk freely with members of staff and ensure for a slow smooth transition for both parents and children
- Maintaining excellent home/nursery communication shared book/emails as preferred
- Encouraging parents/carers, where appropriate, to separate themselves from their children for brief periods at first, gradually building up to longer absences
- Allocating a key person to each child and his/her family, before he/she starts to attend. The key person welcomes and looks 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
- 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

Settling In Procedure

- Apple Blossom Nursery welcomes visits to the nursery after initial contact is made via telephone or email (for security reasons).
- Our manager will show you and your child around the nursery and answer any questions that you have.
- We will then provide you with a registration pack for you to complete, on return of the pack we will book you in for a visit with your Key Person(a homevisit or nursery visit)
- Then we will arrange some settling sessions to ensure that you and your child are comfortable within the setting.