

Nursery Settling-in Policy

At the Nursery we recognise that each child is different and the amount of time it takes them to settle can vary enormously. Therefore, children will be given time to settle in at their own pace, so as to make them feel welcome, safe and confident in a new environment.

Parents are requested to complete a 'starting points' form and staff will make all reasonable efforts to ensure that each child is settled in the most appropriate way. The individual requirements of the child within the family unit, especially where they are anxious and/or nervous, will be taken into account.

Babraham Nursery offers home visits to families when they first join the nursery within the Ducklings and Caterpillar rooms. These visits take place before the family attend their first settling in visit at nursery.

The Nursery encourages parents/carers to arrange preliminary visits to the child's base room during the weeks leading up to the agreed start date. Parents/carers will be introduced to the base room members of staff and these staff will have the opportunity to get to know both the child and parent/carer. The child will be assigned a 'Key Person' when they join for visits to aid a smooth settling in period for the child (to build up a bond), family and setting. The sharing of information, such as the child's likes/dislikes, their normal routines, dietary requirements etc, is encouraged at this initial stage through the use of 'all about me' books so that a better understanding of the child is gained. When a child moves to the next room 'moving up' forms are completed to pass from one room to the next to ensure consistency.

During the initial visit parents will receive a 'Welcome to' base room pack and the daily routine will be explained to them. Parents/carers are encouraged to ask questions about anything they are unsure of. The parent/carer will remain with the child for this first visit.

Follow on visits will be arranged with their designated key person; these will then be passed to the base room Senior Nursery Nurse. Visits are ideally correlated with the days the child will be attending. A judgement will be made by the parent/carer, along with the Key Person/Senior Nursery Nurse, as to when the child can be left and for what length of time. The maximum length

of each visit should be no longer than 4 hours (nursery fees will be charged for a visit lasting 4 or more hours). Comfort items are encouraged to help the child settle.

As the child becomes more confident and settled, visits will be made longer and at different times so as to introduce them to different aspects of the Nursery day.

Parents/carers are encouraged to telephone or visit Nursery to enquire how their child is settling.

All staff will monitor children new to the Nursery to ensure they are happy and settled in their new surroundings. Depending on the child's age, staff will regularly enquire how a child is feeling, what they enjoy doing and if they are unhappy about anything.

If it seems the child is taking a while to settle, the key person will meet with their parents/ carers at the earliest opportunity. Likewise, if a parent/carer feels that there is a problem during the settling in period, they should raise this with their child's key person or Senior within the room.

Staff will always be available to discuss any concerns or other issues with Parents/Carers regarding their child and their attendance at Nursery.

This policy was adopted at the Staff Meeting on 3rd March 2005 and adopted by the Nursery Management Committee.

Signed on behalf of the nursery:

Last Review Date: April 2015

Next review date: April 2016