

Mrs Bonds Village Nursery

Settling In Policy

Statement of intent

We want children to feel safe, stimulated and happy in the nursery and to feel secure and comfortable with staff. We also want parents to have confidence in both their children's well being and their role as active partners with the nursery.

Aim

We aim to make the nursery a welcome place where children settle quickly and easily because consideration has been given to the individual needs and circumstances of children and their families.

Methods

- Before a child starts to attend the nursery, we use a variety of ways to provide his/her parents with information. These include written information (including our prospectus and policies), displays about nursery activities, information days and evenings, show around visits and individual meetings with parents.
- When a child starts to attend, we work with his/her parents to decide on the best way to help the child to settle into the nursery.
- We allocate a key worker to each child and his/her family, before she/he starts to attend; the key worker welcomes and looks after the child and his/her parents at the child's first session.
- We use taster visits and the first session at which a child attends to explain and complete with his/her parents the child's registration records.
- A taster session lasts 1 hour We will use the first 15 minutes of the taster to go through paperwork and the child's details with the parents and then ask the parent to leave the child to play, as long as they are comfortable to do so.
- We encourage parents to complete an 'All About Me' Booklet with their child prior to starting at the nursery so that the child's key worker has some background to the child's family, likes and dislikes.
- We suggest that after the taster session a child can do a half day session, and then a full day session, if the child is ready. If they are not settled or comfortable to stay for longer session we will do another 1 hour session, slowly building this up until the child is happy to stay longer.
- At no point during this settling in period would we leave a child upset, we would call parents to come and comfort/collect them.
- We judge child to be settled when they have formed a relationship with their key worker; for example the child looks for the key worker when they arrive, goes to them for comfort, and seems pleased to be with them, and the child is also familiar with where things are and pleased to see the other children and participate in activities.
- When parents leave, we ask them to say goodbye to their child and explain that they will be coming back, and when.