



## Settling In



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**All children are unique and the amount of time that a child takes to settle into our Nursery 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.**

For the children to feel safe and happy in the absence of their parents, they need to recognise other adults as a source of authority, help and friendship. We want them to be able to share with their parents afterwards the new learning experiences enjoyed at Nursery. We also want parents to feel welcome and involved from the beginning. In order to accomplish this we aim to create a partnership with parents in the following ways:

- By creating opportunities for the exchange of information and a shared approach.
- By ensuring plentiful opportunities for parents to inform the Nursery about their children's current achievements and interests.
- By introducing flexible admissions procedures to meet the needs of the individual families and children, where appropriate.
- By making it clear to families from the offset that they will be welcomed and supported in the Nursery for as long as it takes for their child to settle.
- By reassuring parents whose children take a longer time to settle.

Children cannot play or learn successfully if they are anxious or unhappy. Our settling procedures aim to help parents and children to feel comfortable in the nursery, and to ensure that children can benefit from what the group has to offer and feel confident that their parents will return at the end of the session/day.

The Nursery strongly encourages parents/carers to visit the premises with their children during the week before they are due to start. During this week, the Nursery requires that the parents/carers concerned both complete and return the Child Information, Emergency contacts & 'Permissions' Forms.

Before a child starts to attend the Nursery, we will provide his/her parents with information about the way we operate and in particular our policies.

Children new to the Nursery will be greeted in a warm and friendly manner. They will be introduced to all members of staff and told about any other regular visitors to the Nursery.

We encourage the parent/carer to be involved with the induction process. Parents and Children will be informed about the Nursery's routines and the programme of activities. They will be shown around the Nursery, told where they can and cannot go, and have both registration and signing out procedures made clear.

The parent and child will be told about the fire evacuation procedure and the locations of all fire exits, according to the provisions of the Fire Safety policy.

Parents/carers are offered the opportunity to stay with their child for a period of time during their first week and depending on how they settle in on their first week a plan will be agreed with the Manager/key person for dropping off.

On their first day, children will be introduced to the other children at the Nursery. The child will be allocated a key person who will show them around the Nursery and introduce them to the other children. The child will then be encouraged to get to know the other children and settle into the group.

All staff will supervise children new to the Nursery to ensure that they are happy in their new surroundings. The appropriate level of such supervision will be judged according to the child's age, maturity and previous experiences.

If it seems that a child is taking a long time to settle in, this will be discussed with his/her 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 a member of staff.

Staff will always be available to discuss any concerns or other issues with parents/carers regarding their child and their attendance at the Nursery. If parents/carers wish to meet with the Manager or key person, they should make an appointment to come in for a chat.

Signed on behalf of the Management Committee:

..... Chairperson

This policy was updated by the Manager and staff and will be updated annually.  
Next due to be updated: September 2020

“Horspath Nursery is committed to safeguarding and promoting the welfare of children, families and staff at all times.”