Settling In Policy

Prior to a child's admission to nursery a practitioner from the nursery will gather information by completing an 'All About Me form' or equivalent information form for the child. A registration pack is also completed with parent/carer and key person, and strong emphasis is placed on the exchange of information at this point. It is encouraged that children have visits to the setting before they start. These visits enable both child and parent to get to know the members of staff who will be caring for the child.

It may also be identified that a home visit will benefit the child and family to settle in at nursery. This will be agreed with the parent/carer and a suitable time and date will be booked. Please see the **Home Visits Policy.**

During an arranged first visit to the nursery, the parent/carer will complete the required paperwork with their child's key person. The first visit will usually last around one hour. At this visit times and dates for other settling in visits will be booked. The amount and length will vary from child-to-child dependent on the circumstances and children's needs.

During the first few weeks or until the child settles at nursery, parents/carers can stay with their child until the child feels comfortable and settled in the nursery. However, experience has taught us that the best way is to say goodbye and leave the child with a familiar member of staff. Although this may be upsetting for the adult, children are usually much quicker to adapt.

Parents/carers are welcome to contact us throughout the day, to see how well their children are settling in. A member of staff from the nursery may contact you throughout the day to inform you of how your child is settling at nursery. These calls or messages are to reassure parents/carers and to inform you of your child's progress.

Your child's needs are considered at this stage, and your key person will allocate as many visits as is necessary to ensure both you and your child are comfortable with starting your nursery place. During the first few weeks of your child starting nursery, your child's key person will be making assessments of what your child's level of development is when starting nursery. Further details of the role of the key person and secondary key person are found in the **Key Person and Intimate Care Policy.**

We encourage parental involvement, and we encourage parents to talk to their child's key person when they feel that there are any problems or when they just

want an update on their child's progress. We plan transition/parent's evenings where parents get the chance to make an appointment to chat to their child's key person or other members of staff. You will be informed as and when these meetings will be held. More details are given in the **Parent Partnership Policy.**

Our main aim of the settling in period is for not only the child, but the parent/carer to feel confident and happy about the nursery and all the staff that will be caring for their child.