

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/guardians 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 welcoming 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 is enrolled, we use a variety of ways to provide his/her parents/guardians with information. These include written information (including our prospectus and policies), displays about activities available within the Nursery and individual meetings with parents/guardians.
- During the weeks before a child is due to start, we provide opportunities for the child and his/her parents/guardians to visit the Nursery.
- We allocate 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/guardians at the child's first session and during the settling-in process.
- The key person works to plan and deliver a personalised plan for the child's well-being, care and learning and acts as the key contact for the parents/guardians.
- We may offer a home visit by the person who will be the child's key person, to ensure all relevant information about the child can be made known.
- We use pre-start visits to explain and complete with his/her parents/guardians the child's registration records.
- Before a child starts to attend, we explain the process of settling-in with his/her parents/guardians and jointly decide on the best way to help the child to settle into the Nursery.
- We have developed a useful checklist for the parents/guardians of babies who are starting to attend the Nursery, listing items to bring with on the first day. The checklist includes both essential items such as nappies, as well as optional items such as a favourite toy that might make the settling in process easier for the child. The checklist is made available to all such parents/guardians.
- The parent/guardian, carer or close relative, may stay for most of the session during the first week or so, gradually taking time away from their child, increasing this as and when the child is able to cope. There is no time limit attached to this.
- We do not believe that leaving a child to cry will help them to settle any quicker. We work closely with the parent/guardian to find the best way to relieve this distress.
- Where a new child already has a sibling at the Nursery, we allow the new child to spend time with their sibling to ease the settling in period and help them feel more secure, even where the sibling is in another room from the new child.

- We reserve the right not to accept a child into the setting without a parent or carer if the child finds it distressing to be left
- We discuss and work with the child's parents/guardians to create the child's record of achievement.

This policy was adopted by the Trustees of Sevenoaks Day Nursery Trust

on (date)

Signed on behalf of the Trustees

Role of signatory (e.g. chairperson etc.)
