

## Settling-in to the Nursery Policy

We want children to feel safe and happy in the absence of their parents, to recognise other adults as a source of authority, help and friendship and to be able to share with their parents afterwards the new learning experiences enjoyed in the Nursery.

In order to accomplish this, we will:

- Arrange an initial visit for prospective clients, which will include the child's key worker and Nursery Manager/Deputy.
- Encourage parents to visit and stay for two sessions at the Nursery with their children during the week before an admission is planned.
- Make clear to families from the outset that they will be supported in the Nursery for as long as it takes to settle their child.
- Re-assure parents whose children seem to be taking a long time settling into the Nursery.
- Introduce new families into the group on a staggered basis, for example two new children a day for a week rather than 10 new children all at once.
- Offer two free shorter sessions to initiate the settling stage
- Ensure that the child's Key Worker is present during the initial settling sessions to promote the development of positive relationships and to encourage the child to feel secure at the nursery.
- Provide attachment theory training for staff

Children cannot play or learn successfully if they are anxious and unhappy. Our Settling-in procedure aims to enable parents to help their children to feel comfortable in the Nursery, to benefit from what it has to offer, and to be confident that their parents will return at the end of the session/day.

The transition from room-to-room will be supported through prior visits that will enable the child to settle into their new group and to get to know their key worker. Parents/carers will be involved in the decision to move their child to a new room.

The child's progress folder will be up-to-date showing the child's stage of development. Information will be shared between staff verbally on an informal basis during staff meetings to enable us all to become familiar with him/her.

Date of Review	Changes Made	Signatures	Date of Next Review
15/01/15	Highlighted in red	A. Ferguson	January 2016
06/05/2016	In red	E. Ferguson	May 2017
		A. Ferguson.	