

Nursery on the Green

Settling In Policy

Aims and Objectives

We recognise that starting Nursery for the first time can be an unsettling time for children and their parents. We aim to work with parents to ensure that all new entrants into the Nursery are welcomed and feel happy and settled as quickly as possible. We take into account parents' wishes, and work alongside them to settle new babies and children as smoothly as possible.

Operating Policy

Before a child's first day at Nursery, parents will be contacted prior to their child's start date to have a home visit arranged (see home visit policy). This allows us to see each child in their own environment, gain background information and talk with parents about any concerns they may have. Children and parents will then be invited to Nursery for settling-in sessions. During this time parents and a member of staff who will be the child's key worker will discuss the settling policy and also go through the child's individual information pack, containing information on our terms and conditions, policy's and information on the child's base room.

The settling-in time for each child will be individual and based upon their age and previous experiences away from parents. We suggest that parents leave their child for a short time in the first instance and then build up to leaving them for a meal and a rest or sleep time, before making the full transition to spending the day at the Nursery. We will always take account of any particular needs when a child starts at the Nursery, and aim to follow individual routines in order to allow each child to settle and feel secure as quickly as possible. In the Rainbow Room, care plans are devised to help staff follow the home from home routine and make the transition for the babies as smooth as possible. The care plans are updated every time that there is a change in the child's routine.

Parents are also encouraged to visit their class for a stay and play session prior to the home in order for parents to start building relationships with the staff that will be looking after their child and also to enable their child to experience Nursery with them prior to starting.

Reviewed October 2017