

# Settling In Policy

## AIM

**We aim to make your child's and your own introduction to our nursery as stress free as possible and the transition of separation for you both, a smooth and happy time. We aim to work with you and the child's needs to achieve this by ensuring they feel safe, secure and comfortable with staff so that your child can reach their full potential. As soon as your child becomes familiar with the nursery and the staff and establishes the nursery routine, they will feel confident and secure within the group. Parents/carers must be prepared for some children this process of transition will take longer than others therefore parents/carers must not worry as rarely children fail to settle eventually.**

- 1) After your child is offered a place, you can request your preferred days and you will then be allocated the days of the session
- 2) Parents are then sent a welcome pack along with some of the policies, a registration form, permission form, all about me and my child and collection form. We ask for these forms to be filled in and returned on the child's introduction visit. All policies are available on our website. We encourage you to read all policies prior to your child starting.
- 3) We invite you and your child to an introduction visit. This will give your child a chance to see the other children and the activities on offer. It will also give parents/carers a chance to talk to meet the team and the key person, and raise any concerns if there are any. We will also give you a blank photo album to fill in with pictures of family, friends and familiar items in your child's life
- 4) We encourage you to show your child pictures of the team which can be found on the website under 'Our team'. The photos of the staff are also displayed on the wall on the left hand side as you enter the nursery.
- 5) If your child is experiencing difficulty in separating, we have in the past found it will benefit your child not to stay for the full three hours and fifteen minutes but build up gradually the session time. We will advise you on this at the time
- 6) The key person and all staff will work with parent/carer and child to meet the child's individual needs and build back up to the 3 hour session.
- 7) All staff at the Knowle Nursery are committed to following the EYFS. These principles will help to settle your child in. (A copy of the EARLY YEARS FOUNDATION STAGE can be found next to the parent/carers information in the badger room)

The four principles are as follows:-

- 2.1 Respecting each other
- 2.2 Parents as partners
- 2.3 Supporting learning
- 2.4 Key person

**Learning to play, playing to learn**