

Settling In Policy

AIM

We aim to make a child's and parent/carers introduction to Knowle Nursery School as stress free as possible and the transition of separation aims to be a smooth and happy time. We aim to work with families to ensure a child's needs are met so they feel safe, secure and comfortable with the team and so that your children can reach their full potential. As soon as a child becomes familiar with the nursery and the team and establishes the nursery routine, they will feel confident and secure within the group. Parents/carers must be prepared that 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.

After a child is offered a place, a request for preferred days is made and then these are confirmed by the owner of the nursery.

Parents are then sent a welcome pack along with some of the policies, a registration form, permission form, all about me and my child Tapestry link 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 these to be read prior to your child starting.

We invite families to an introduction visit. This will give the child a chance to meet the team, the other children due to start at a similar time and the activities on offer. It will also give parents/carers a chance to talk to the team and the key person, and raise any concerns if there are any or share important information eg. allergies, developmental flags, family life. We will also give out a blank photo album to fill in with pictures of family, friends and familiar items in the child's life.

We encourage parents/carers to show the 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 walls in both rooms of the nursery.

If a child is experiencing difficulty in separating, we have in the past found it will benefit the child not to stay for the full session but build up gradually the session time. We will advise you on this at the time.

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 full session.

A home visit is organised for children with additional needs or FEET funding. See home visit template letter given to parents prior to a visit. Home visits take place after a child has started at the nursery and it is a parent's choice as to whether they wish to take up the offer of a home visit.

During settling in times, we operate an above staff legal ratio to ensure those children that require individual attention can be given plenty of comfort and distraction.

