

Settling In Child Policy and Procedure

Once a child has registered with the Nursery we ask parents/carers to arrange settling in sessions prior to their child's start date. Our experienced staff work in partnership with parents/carers to ensure that each child settles into the nursery as smoothly, and gently as possible. Our aim is to welcome the family into our homely, caring and stimulating environment.

We recognise this can be a difficult time for parents/carers, our staff are there to support and reassure you too.

Each child is different when it comes to settling in so we are flexible in how many settling in sessions they may need. We offer two hours worth of settling in sessions free and any others that are required are charged at the hourly rate.

Settling in procedure:

- the parent/carer must contact the nursery manager prior to the arranged start date and arrange for the child to have a settling in visit
- Visits are most convenient between the hours of 9.30am to 11.30am and 1.30pm to 3.30pm and can be of varied intervals of time depending on the needs of the child and parent/carer. The nursery manager must inform the room leader of the room that the child will be starting in the date and time of the settling in session.
- During the settling in session a 'Key person, Parent and New Child Induction' Form will be completed, to help us learn about your child and their needs this form will then be kept in the child's Observation Profile. This is also a chance for parents to ask any questions or discuss any concerns they may have.

Please discuss your needs with the nursery manager who will be pleased to advise and support you.

Transitions through the nursery

As the child gets older they will progress to the next room, we aim for this transition to be as smooth as possible for both children and their families and aim to work in partnership to ensure this happens. When a child moves room a 'Key Person, Parent and New Child Induction' Form must be completed again to help the child and family settle effectively.

Other related documents: **Baby Profile Form**
Key Person, Parent and New Child Induction Form
All About Me Form

All policy and procedure documents are subject to regular review.
This policy and procedure was reviewed: May 2011