



## Settling-in policy

Settling a child into a new environment should be a happy experience and to enable this we have devised the following policy to assist parents / carers and staff to work together in partnership to make the process as smooth as possible.

- Once a child has been offered a place at Pennies, parents will be invited to visit the nursery with their child to start a settling in period and establish the number and length of visits they will require
- The visits are to enable the child to explore the nursery in a relaxed way with their parents / carers, to meet staff and the other children.
- Parents are given the opportunity to talk to staff about nursery routines etc. and for the Keyworker to gain information relating to the individual needs of the child

The following routine has been established as an effective settling in process, however we recognise that children's needs vary and as such some settle more quickly than others. The settling-in arrangements are flexible and will be evaluated for each child at their initial visit. Some will need one or two visits others may require more.

Visits will usually take the following format:

### **1<sup>st</sup> Visit**

Parent and child are invited to visit the nursery at an arranged time to meet the child's appointed Keyworker, the Nursery Manager and the rest of the team. The child will be encouraged to observe the other children and join in with activities, as long as he/she feels comfortable in doing so.

Parents will be required to complete several forms and documents detailing all the individual needs of the child. This visit will last approximately 1 to 1 ½ hours.

### **2<sup>nd</sup> Visit**

- Parent and child will be invited to visit the nursery at an arranged time, to join the appropriate group of children with the Keyworker
- Parents will be asked to remain in the room until the child is happy to join in with the group
- Parents will then be asked to say goodbye to their child and leave the room for a period of one hour
- Parents may either stay in the nursery or leave for the duration.

### **3<sup>rd</sup> Visit**

- Parent and child will be invited to visit the nursery at an arranged time to settle the child into the group with the Keyworker and then say goodbye to the child, leaving them for a period of between 1 to 2 hours including a meal time.

Parents will always be encouraged to say goodbye to the child and not "slip away". Children need to know that their parents have left and are not hiding. This will also help them to learn that having left, parents will also return.

- Parents are required to leave a contact number at the nursery, should they leave during a child's visit.
- Staff are required to contact a parent should the child become distressed during the visits or a question relating to the child's care should arise on the day.



- Parents may telephone the nursery as often as necessary during both the child's visits and their time in the nursery.
- Parents will be able to speak to the Keyworker regarding the progress of the child.

If the child is attending nursery for four or more days parents will be asked to collect the child slightly earlier during the first week. Children can find the end of the day particularly difficult with many parents arriving and a great deal of movement in the nursery. With this in mind, a 5pm finish is suggested.

As stated in the parent terms and conditions, a deposit equivalent to a months fee is payable before the child can take up a place at the nursery. If this has not been paid to Head Office parents are required to hand a cheque to the Nursery Manager.