

SETTLING IN

Issue Number	Reason for Issue	Issued by	Date
2	Revision to existing document	S Milham	15-06-06
3	Revision to existing document	V Dawe	15-04-08

1 Introduction

Parents are required to attend at least two settling in sessions prior to their child's start date at nursery. These sessions should be booked at least two weeks in advance of the start date.

2 Settling in sessions

Although we are flexible to individual parents needs, we would prefer it if settling in times were kept to 10am-11am and 2.30pm-3.30pm. This is because we find it is the easiest time to free a member of staff up to help support your child.

We require parents to stay with their child on the nursery premises for their first settling in session. This gives both staff and parents the opportunity to talk and ask questions, seek information and start to get to know each other.

3 Role of staff

- Staff will firstly warmly welcome the child and parent to their unit
- Staff will introduce themselves to the child and parent
- Staff will explain to the parent the activity that is taking place whilst the settling child is there and ask the parent if their child would like to participate
- Staff will establish a rapport with the parent by putting them at ease by informally explaining the routine here at the nursery including the key person system, Early Years Foundation Stage activities and experiences we provide for the children, lunch/tea and snack times, drinks, nappy changes and what needs to be provided by the parent.

- Your child's key person will be introduced to you during your first settling in session and the key person system explained.
- The staff will ask the parent/carer about the child's routine at home
- We require that information regarding allergies and special requirements are shared with the staff. It is imperative that this information is common knowledge to safely look after your child
- Staff are to inform the parents/carers that we do allow children to have comforters in nursery as a transitional object to help them settle
- Staff will inform the parent that we only administer prescribed medication to children, talk through the medication policy to the parent
- Staff will ask if there are any likes or dislikes the child may have, which may help the child to settle
- Staff will inform the parent/carer that there is a copy of the nursery's policies and procedures that they can view at their leisure
- There is a comments and suggestions book for parents to use, located in the Toddler Unit hallway.
- The staff will ask the parent/carer if there are any questions that they would like to ask
- Any queries regarding fees or any changes to sessions should be directed to the Manager or Deputy Manager.