



Settling in Procedures

We recognise the importance of settling children into nursery in a way that makes them feel safe, secure and happy when separating from their parents/carers. We have developed a number of procedures to ensure that this process is tailored to the needs of each child as they join the nursery.

These are our guiding principles:

- Before making a decision to join the nursery, each family will be encouraged to visit the nursery as often as necessary and will be given details of all aspects of the operation of the nursery and of the nursery's approach to child care and education
- Prior to beginning to settle at the nursery, children will be allocated a key person to build a consistent and close partnership between the nursery and the parents/carers. Parents/carers will be given details of the key person system during the first settling visit.
- In the weeks before a child is due to start at the nursery, staff will contact the parents/carers to discuss the best approach to settling in the child and to respond to any remaining questions/information the parent/carer may have. The A registration form will then be e-mailed to the child's family, to fill out and return, prior to starting settling visits. This form gives information about every aspect of the child's background including dietary/medical needs, likes/dislikes etc. No child can be left in the care of the nursery without this form being filled in.
- Staff will undertake home visits prior to a child joining the nursery, when necessary or when requested by the parents/carers.
- A first settling visit will be arranged at which the parent/carer will stay with the child and fill in a Registration Form if this has not already been carried out. This visit is limited to about an hour and a half, to enable the parent/carer and the child to meet all the staff and begin to feel comfortable with the nursery environment.
- After the initial visit the key person will discuss with the parent/carer the best way of continuing the settling in process. The approach taken will be based on progress made at the first settling visit and the individual needs of each child and their parent/carer.
- In general at least two weeks of visits will take place at which the child is gradually left for longer periods and introduced to the different nursery routines.



- Key persons will contact parents/carers to give reassurance that their child is happy and settled whenever requested, or felt appropriate by staff. Parents/carers will be made aware that the nursery is happy for them to call at any time to check on the welfare of their child.
- Staff are aware of the need to support the parent/carers during the separation process, as well as supporting the child. Key persons will ensure the parents/carers receive daily feedback and reassurance as to how their child is settling in.



Compton Valley Nursery and Pre-school

Reviewed: April 2012