

## Little Oaks Day Nursery

### **Settling In Policy**

We aim for children to feel safe, stimulated and happy in the nursery and to feel secure and comfortable with staff. We also want the parents/carers to have confidence in their children's wellbeing and their role as active partners, with the child being able to benefit from what Little Oaks Day Nursery has to offer. We aim to assist parents and others carers to help their children settle quickly and easily by giving consideration to the individual needs and circumstances of children and their families.

The nursery staff will work in partnership with parents/carers to settle their child into the nursery environment by:

- Providing parents/carers with the relevant information regarding the policies and procedures of the nursery.
- Encouraging the parents/carers and the children to visit the nursery during the weeks before an admission is planned.
- Planning settling in visits and introductory sessions (lasting approximately 1-2 hours). These will be provided free of charge over a one to two week period dependent on the child's individual needs, age and stage of development.
- Welcoming parents/carers to stay with their child during the first few weeks until the child feels settled and the parent/carers feels comfortable about leaving him/her. Settling In visits and introductory sessions are key to a smooth transition and to ensure good communication and information sharing.
- Reassuring parents/carers whose children seem to be taking a long time to settle into the nursery.
- Encouraging parents, where appropriate, to separate themselves from their children for brief periods at first, gradually building up to longer absences.
- Allocating a key person to each child and his/her family, before he/she starts to attend. The key person welcomes and looks after the child and his/her parents during the settling in period and throughout his/her time at the nursery to ensure the family has a familiar contact person to assist with the settling in process.
- Respecting the circumstances of all the families, including those who are unable to stay for long periods of time in the nursery and reassure them of their child's progress towards settling in.
- Children will not be taken on an outing from the nursery until she/he is completely settled.