

STONECROFT DAY
NURSERY LTD



Settling in Policy

Within nursery we want all children to feel safe, happy and relaxed whilst participating in all aspects of the daily routine. We want parents/carers to be confident that their child is receiving the best possible care at all times and that the welfare of their child is paramount.

- ☺ It is Stonecroft Day Nursery Ltd's aim to ensure all children new to the environment settles in as easily as possible.
- ☺ Before a child begins their sessions they will be welcomed in to the nursery with their parent/carer, they are given time to explore the setting, meet other children and staff and get a feel for the environment whilst still having the support of a parent/ carer. During this time a senior member of staff discusses the daily routine with the parent/carer and will answer any questions or queries they may have. This is an opportunity to find out about the child's character, interests, any relevant medical information etc.
- ☺ At Stonecroft Day Nursery Ltd we are registered to accept children from the age of 3 months. We are an open plan environment and, occasionally, for some children the noise and activity can all be a little too much. This is no reflection on the nursery or the child but an indication that an open plan environment may not be quite suitable for that child at that stage of their development. If this arises, the parent/carer will be advised and together will discuss and plan the next stage.
- ☺ Before a child begins their full sessions they will be offered a settling in period. Their first session is just for one hour without the parent/cares being present. It is a short time but gives the child a taster of the nursery's routine and they realise that the parents/carers do return. From this hour staff will then discuss the next stage i.e. moving up to a two hour session. Children need to settle in in their own time without the pressure from parents/carers and their daily commitments.
- ☺ During the settling in period staff fully appreciate that children can become upset or apprehensive. This can have a knock on effect on parents/carers leading them to feel guilty. Staff will reassure them of how the child has been, perhaps inviting them to check through the window (unseen) or give a telephone call when they get home. It is an acknowledged fact that children can play on parents/carers emotions when it is time to separate, however from experience, staff are fully aware that the majority of children quickly settle into the nursery routine. Sometimes it is very difficult for a parent/carer to say goodbye, but it is very important that they do and once they have said it, rather than hanging about to watch and see if their child settles. It is during this

period that we establish the settling in routine as to how the child says goodbye,

- ☺ When a child starts the nursery they are allocated a keyperson within the first month. The key person will set up necessary documentation to record the child's progress and development and they will have regular updates with parent/carers.
- ☺ It is very rare that children do not settle into the nursery, however, at Stonecroft Day Nursery Ltd we give a child six weeks to fully settle into the routine and overcome any anxieties they may have. Within this period they will have started their full session.
- ☺ Before a child starts a registration form must be completed by the parent/care and delivered back before the child starts. A £50 administration fee is also required before a child begins their full session along with a £50 refundable deposit.
- ☺ Before a child starts attending nursery, parent/carers will be asked about any particular interests or play equipment their child enjoys playing with, this activity or toy will then be available to welcome the child into the nursery and help them settle.