

Settling In Policy

1. Introduction

- 1.1. At Beacon Lane Day Nursery we want children to feel safe and happy within our setting as well as to feel secure and comfortable with staff. We also want you as parents to have confidence in both your child's wellbeing and your role as an active partner within our setting.
- 1.2. We aim to be flexible with our daily routine and as far as possible cater to individual eating and sleeping patterns (particularly for younger children).

2. Our Aims:

- 2.1. To make the setting a welcoming space for your child
- 2.2. To make the setting a place where your child can settle in quickly and comfortably.

3. Our Methods:

- 3.1. Before you register your child, we will provide you with the opportunity to visit our setting with your child and meet the staff team.
- 3.2. We will allocate a key person to your child.
- 3.3. The key person will welcome and look after your child during their first sessions and will continue providing your child with support throughout the settling in process.
- 3.4. When your child begins their first session with us, we will explain the process of settling in with you as parents and jointly decide on the best way to help your child settle into the nursery.
- 3.5. We expect that you as the parent, carer or close relative, will stay for the first session to play with your child and their key person. Depending how the session is going the key person may decide to sit and talk through some of the paperwork 'all about me' booklet. If your child is still very dependent on you the key person will arrange another time for you to come and do it.
- 3.6. Depending on the age or how often they have been left before the key person will arrange another time(s) that you can bring your child. For younger children it is advisable that you bring them over lunch time and/or you put them to sleep at nursery so they can become familiar with these times.
- 3.7. Before leaving them for a full session we expect that they have had at least one session where they are left for an hour.
- 3.8. We consider a child to be settled when they have formed a relationship with their Key-Person. Each child should also be familiar with where things are and be happy to participate in activities.

- 3.9. When you leave your child, we ask that you say goodbye, fully explain to them that you will be coming back later and let them know when you'll be back.

This policy has been adopted by Beacon Lane Day Nursery
Signed on behalf of the setting by:

Manager..... Date:.....

Director