

# **Settling in nursery policy**

## **Statement of intent**

We want children to feel safe, stimulated and happy in the nursery and to feel secure and comfortable with staff. We also want parents to have confidence in both their children's well-being and their role as active partners with the nursery.

## **Aim**

We aim to make the nursery a welcome place where children settle quickly and easily because consideration has been given to the individual needs and circumstances of children and their families.

## **Methods**

- Before a child starts to attend the nursery, we use a variety of ways to provide his/her parents with information. These include written information (including our prospectus), displays about nursery activities.
- During the half-term before a child is enrolled, we provide opportunities for the child and his/her parents to visit the nursery.
- When a child starts to attend, we work with his/her parents to decide on the best way to help the child to settle into the nursery.
- We allocate a key person to each child and his/her family, before she/he starts to attend whose role is to ensure that the child's care is tailored to meet their individual needs and are responsible to help the child become familiar with the setting, feel confident, safe and cared for. The key person will also build a relationship with the family to ensure the needs of the child are met.
- We use pre-start visits (if requested) and the first session at which a child attends to explain and complete with his/her parents the child's registration records.

Signed:.....Manager/Owner

Dated: September 2015

Review Date: September 2016