



SETTLING-IN POLICY AND PROCEDURE

Our aim is:

- To support children in the transition from home, family and familiar people, into the new community of the Nursery
- To help children make a strong attachment to their Key Person
- To help children feel secure and confident in Nursery.
- To work closely with parents/carers
- To work with the child and family on any difficulties that might arise.
- The nursery will operate an open-door policy where parents/carers can settle their children for as long as they feel necessary.

Every child attending Castle Day Nursery has a Key Person. This member of staff will have special responsibilities for working with a small number of children and for developing a professional bond with the child and their parent/s. The Key Person will also help your child and parent/s to become familiar with the Nursery and feel confident and safe within it. We will arrange settling-in/pre-visit sessions for children at the Nursery. The settling-in sessions/pre-visits will be a time before the child joins the Nursery where they can visit to get to know their Key Person, the other staff members, the children and the routines, etc. The Key Person will work with the parents and read through applications and discuss key points/events in the child/children's life. The child's Key Person will be responsible for the development and learning record. We encourage children to visit Castle Day Nursery on at least two occasions before the starting date. For the first visit, we suggest it should be around 20 minutes. We invite parents to stay with their child for the first visit, so that they can talk to the staff about routines and anything else they want to know. For the second visit, we suggest a stay of one hour, and you are able to leave your child for this visit. These visits may be over the course of a mealtime, so that the child can experience eating within a large group. We understand that some children may need more than two visits and, if this is the case, more can be arranged. Please be reassured and try not to worry if your child experiences difficulties; it is a normal part of a child's development to be

anxious, nervous, or angry about starting Nursery. We also recognise that many parents will find this a difficult and sometimes upsetting process. We hope that we can call on our experience to support you and your child in whatever way suits you. The above is a guide; some children settle into a new environment with ease, other children may need more re-assurance. Sometimes, it is parents who benefit most from the settling-in sessions/pre-visits. Whatever the case, please be reassured that the staff will wholeheartedly support your child and family when joining the Nursery.

Parent/carers are advised to prepare their children and themselves in the following way:

- Talk about the event in a positive way.
- Avoid triggers of early morning stress by making sure you have plenty of time to get ready: have breakfast and walk/drive to the nursery in a relaxed manner.
- Ensure that you are available during the first week to spend time with your child at the nursery or be available to return to the nursery should your child become distressed.

When leaving/returning to the setting:

- Do not hesitate when saying goodbye. If your child sees you are worried or hesitant they may react to your vibes.
- Always leave your child with a member of staff/key person.
- Ensure that you are escorted from the Hall in order that the doors are secured properly
- Make sure that the nursery has the correct contact number if you are not returning home.