



Settling in Nursery Policy

Statement of Intent

We want children to feel safe, stimulated, happy and secure in the absence of their parents and to recognise other adults as a source of authority, help and friendship. We also want parents to have confidence in their children's well being and be able to share in the new learning experiences enjoyed in the Nursery.

In order to accomplish this, we will:

- 1 Encourage parents to visit the Nursery with their children and re-visit in the weeks before admission is planned.
- 2 We will use various methods to provide parents with information. These include written information relating to policies, procedures and prospectus, News Letters, open days and individual meetings with parents.
- 3 Make clear to families from the outset that they will be supported in the Nursery for as long as it takes for the child to settle. We work with the parents to decide on the best way to help their child settle happily.
- 4 Reassure parents whose child seems to be taking a long time settling in to the Nursery
- 5 We allocate a key person to each child. The key worker will welcome and look after the child on their initial sessions
- 6 Encourage parents where appropriate to separate from their children for brief periods at first, gradually building up to longer absences.
- 7 Encourage parents to phone and check on their child if the child was upset when the parent left.
- 8 During these first visits we will review and/ or complete the child's registration records and discuss their child's record of achievements if joining from a previous setting

Children cannot learn or play successfully if they are anxious or unhappy. Our settling in procedure is designed to support both parents and children.

This policy was adopted at a meeting of The Robin Nursery Committee

Held on

Date to be reviewed

Signed on behalf of the Nursery

Name of signatory (Chairperson)