



Settling in Policy

This policy represents the agreed principles for Settling In throughout the Nursery. All Nursery staff, representing Jack in the Box Nursery have agreed this policy. This structure may be different for every individual child.

At Jack in the Box, we aim to provide the highest quality education and care for all our children. We provide a warm welcome to each individual child and family and offer a caring environment where all children can learn and develop to become curious independent learners within their play.

Please read this policy in conjunction with our Data Protection policy for the information collected by Jack in the Box, the professionals this information may be shared with and the retention periods this data is held for, alongside our child placement, admissions and attendance policy.

Jack in the Box offers sessional care. Morning sessions and afternoon sessions as well as all day provision from **8am until 4pm**. The afternoon sessions are an ideal way to introduce your child into the Nursery routine. We want children to feel safe and happy in the absence of their parents/carers; to recognise they can have positive relationships with other adults. Help form friendships and to be able to share with their parents/carers afterwards the new learning experiences enjoyed in the Nursery Day.

In order to accomplish this:

We aim to ensure your child's introduction to our setting is as stress-free as possible. Once a place has been offered, we aim to achieve this by inviting you and your child to visit the nursery prior to your child's official start date. When your child is due to start, we will encourage them to come to a stay and play session, this helps to familiarise your child with the nursery, the nursery staff, and the other children, and provides the opportunity to give your journey a trial run alongside your child's key person. Settling in sessions will vary for each individual child and we will collaborate with you to find the right balance.

Key Person

Every child within Jack in the Box is assigned a key person. The key person's role is to ensure that your child's care is tailored to meet their individual needs, to help them become familiar with the setting, offer a settled positive, trusting warm relationship for your child's confidence and well-being and build a relationship with parents/ carers as well as undertaking most of your child's daily care practices.

A child who is tense or unhappy will not be able to play or learn properly, so it is important for parents/carers and staff to work together to help the child feel confident and secure in the setting. This takes longer for some children and parents/carers should not feel worried if their child takes a while to settle. You must be prepared to accept that it may take some time for your child to adjust to the nursery but very few children fail to settle eventually. We find that staying with your child and then leaving him/her for short periods eases the separation process. Please remember, the more your child comes and experiences the activities on offer and sees you interacting with the staff, the more settled s/he will feel. To see our recommended programme to introduce your child to life at

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the nursery, please refer to the Settling-in Procedure in the Procedures section of this document and refer to your welcome pack for the daily items you will need for each session.

Settling in Procedure AM (this structure is not needed for all children and may not be needed) however some children can take longer to settle and may need a longer settling in process.

Day 1: 10am - 11am	We suggest that you stay with your child and spend an hour together in the nursery setting. This will normally be enough for your child's first day.
Day 2: 10am - 11.30am	You will be invited to accompany your child for a period of time in the nursery setting. All being well, you will be encouraged to leave your child during this time to see how well they manage on their own.
Day 3: 10am - 12.00pm	By day three your child may be ready to stay by him/herself for two and a half hours within the morning session and be collected at 12.00 pm. Do not be concerned if this is not the case: some children arrive on Day 1 as if they have been coming to the nursery for years, but others will take a little longer to settle in.
Day 4: 9.00am- 12.00pm	By day four your child should be ready to stay the whole morning session
Day 5: 9.00-12.00 (Breakfast and lunch club optional)	By day five your child should be settled and has the option of attending breakfast and lunch club. If your child attends all day, then the afternoon session will follow on

Settling In procedure PM (this structure is not needed for all children and may not be needed) however some children can take longer to settle and may need a longer settling in process.

Day 1: 1.00pm- 2.00 pm	We suggest that you stay with your child and spend an hour together in the nursery setting. This will normally be enough for your child's first day.
Day 2: 1.00pm - 2.30pm	You will be invited to accompany your child for a period of time in the Nursery setting. All being well, you will be encouraged to leave your child during this time to see how well they manage on their own.
Day 3: 1.00pm-3.00pm	By day three your child may be ready to stay by him/herself for the whole afternoon session and be collected at 3.00pm. Do not be concerned if this is not the case: some children arrive on Day 1 as if they have been coming to the nursery for years, but others will take a little longer to settle in.
Day 4: 1.00-3.00pm	By day four your child should be settled and has the option of attending lunch and tea club.
Day 5: 1.00-3.00pm (Lunch and tea club optional)	By day five your child should be settled and has the option of attending Lunch and tea club.

This policy was adopted by the managers and staff in September 2025

Signed on behalf of Jack in the Box Managers:

.....A.Sulce.....

Staff signatures: