

## SETTLING IN POLICY

(EYFS: 3.27, 3.73)

At Little Cherubs Nursery & Preschool we aim to support parents and other carers to help their children settle quickly and easily by considering the individual needs and circumstances of each child and their families. Our aim is for children to feel safe, stimulated and happy in the nursery and to feel secure and comfortable with all staff. We also want parents to have confidence in both their children's well-being and their role as active partners, with the child being able to benefit from all the nursery has to offer.

Settling in visits and introductory sessions are key to a smooth transition and to build positive relationships with parents to ensure we can meet children's individual needs and help them settle quickly into nursery life.

**Our nursery staff will work in partnership with parents to settle their child into the nursery environment by:**

- Allocating a key person to each child and their family, before they start to attend. The key person welcomes and looks after the child, ensuring that their care is tailored to meet their individual needs. They give the child a consistent person to build a relationship, as well as for their parents during the settling in period and throughout their time at the nursery, to ensure the family has a familiar contact person to assist with the settling in process
- Reviewing the nominated key person will be done if the child starts to bond more with another member of staff to ensure the child's needs are supported
- Providing parents with relevant information regarding the policies and procedures of the nursery.
- Working with parents to gather information before the child starts on the child's interests, likes and dislikes: as well as completing a baseline of the child's current development to plan, and meet, the individual needs of the child from the first day
- Planning settling in session with the parent, this is normally for a 3-5 period before the actual start date depending on the child's needs and previous nursery experience. This will be provided free of charge.
- Welcoming parents to come into the room when collecting their child for the first few sessions to reassure them that their child is settled within the environment.
- Ask parents to provide family photos for the team to display in 'All about Me' areas
- Sharing Staff profiles with photos for the families to read and get to know who are looking after their children.
- Reassuring parents whose children seem to be taking a long time settling into the nursery and developing a plan with them, for example shorter days where possible
- Respecting the circumstances of all families, including those who are unable to stay for long periods of time in the nursery and reassure them of their child's progress towards settling in
- Not taking a child on an outing from the nursery until he/she is completely settled.

### **Example Times for New Children.**

- Day 1 10am-11:30am - Meet & Greet visit to fill in all forms with the child's Key Person. We will also set up parents on our Parent zone app so they receive updates, photos and videos of their child first few days
- Day 2: 9:30am-11:45am - First Morning session on their own to start to bond with their Key Person and the team
- Day 3 9:30am-12:45pm - Can experience lunch)
- Day 4 9:30am-2pm - If your child has a nap after lunch, we will call you to pick up when they wake up.
- Day 5 9.30 am-4pm - Longer day so that the child can get used to the routine
- Day 6 8:00am-6:pm - First full Nursery Day, you can drop off/pick up at your normal times. Also, the day parents will be invoiced from.

This is a rough guideline on how the settling in period is done, as each child will settle in different ways. If the child has not settled well on any of these days, we will advise the parents to collect the child early. If the child is settling well then, we may advise parents to leave the child with us until the end of the session. It is imperative that parents remain contactable while your child is settling and that you are on time to collect them.

### **Starting Points Meetings (Baseline Assessment)**

Throughout the first few weeks we encourage the parents to teach us about their children with regular check-in's at drop off and pick up times and throughout the child's time at Little Cherubs use our open-door policy to discuss anything that can help to support their child.

After a child has been with us between 6 to 8 Weeks (depending on how many days they attend), their Key Person will produce a written assessment, using the Development Matters Framework, of all the skills and developmental milestones the child has reached.

A meeting will be held with the parents in-person or online, to discuss what has been observed at nursery and add the parents' views and experiences with their child. This assessment will be published to the parents on our Parent zone App.

This baseline assessment is a jumping off point for the Key Person to start planning for the child's individual needs.