

## **Settling In Procedures**

Your child will have a key person. The key person will help to ensure that your child's settling in period runs as smoothly as possible, causing minimal distress to your child. The key person, along with other staff in the room, will build up a trusting and sustainable relationship with your child. He/she will work closely with both you and your child. Please feel free to speak with the key person regarding any information, queries or matters of concern. Please pass on any relevant information relating to your child's well-being, development and progress at home so that you and your child's key person can work in partnership to offer your child the best opportunities with regards to their care and learning experiences. Your child's key person will provide you with a termly written review of your child's developmental progress. You will have the opportunity to contribute to the information so we can build up a bigger, more rounded, picture of your child.

**The nursery has in place the following settling in procedure for children that are new to the nursery. Please note this is only a rough guide and we realise that each child and family are unique and we will work in partnership with parents as to what settling in procedure suits them, the nursery and, most importantly, the child:**

Day 1 – 9.30 - 10.30 with parent close by on the premises (key person will have an induction session with you during this time)

Day 2 – 10 - 11.00 parent to leave the child

Day 3 – 10 - after lunch

Day 4 – 10 - 2.00

Day 5 – 10 - 4.00

**For some children, we will arrange afternoon settling in visits instead, in order to stagger settling in sessions more effectively.**

If your child is part time the settling in will take longer. For example, if your child attends three days a week, then the settling in process will be spread out over their first two weeks accordingly.

Due to the way the nursery term dates are organised, student parents will have the opportunity to settle their children into nursery before they begin their course. If staff parents are returning from maternity leave, beginning or continuing work then it is necessary to allow time to settle your child for at least five short days so that they have a chance to feel comfortable in the setting. This can relieve pressure on parents knowing that their child is happy in the nursery before they take on the commitment of work or study.

When your child is due to move to the next group we will discuss the move with you in advance. Before the transition takes place we will introduce the child to their new group and arrange for them to spend time in their new room. The nursery children all mix together regularly in the garden, therefore, transition from room to room is usually a stress free process. Please see the nursery transitions policy for more details. A settling in review will be completed when your child moves to a new room with a new key person.

If your child is starting nursery for the first time or moving to a new room then please help to prepare them for their new experience prior to their start date and during their settling in process, how this is done will depend on the child's age and ability. For older children this can be done through conversation, books and stories about starting nursery, role play and small world play with your child. Activities, of course, will need to be adapted to suit each child's level of experience and understanding.

We realise that it can be just as stressful and emotional for the parent as much as the child when leaving a child at nursery for the first time. Parents are assured that their child will be left in capable and caring hands! The nursery will have your contact details so if your child was to become extremely distressed we could contact you for you to collect your child, so they are able to settle in to nursery more slowly, with shorter settling in visits, at their own pace. Similarly if you require an update on how your child is settling you are always welcome to call the nursery. We ask that parents say goodbye to their children rather than just disappear. It can be more frightening for children if their parents are there one minute and gone the next. It is important for children to become used to the idea that their parents are leaving and then they are coming back.

Goodbyes, however, should not be prolonged as this can also be agonising for a child that is feeling insecure. Brief, positive, cheery goodbyes are always more effective.



If you have any concerns regarding your child's settling in period please contact the nursery manager or your child's key person. Please remember the nursery will be closed during August. You are welcome to email us at [Karen.roe@goldmithssu.org](mailto:Karen.roe@goldmithssu.org) but we cannot guarantee that emails will be picked up in August.