

St. Paul's Church Nursery School

Settling In Policy

We understand that starting at Nursery can be a daunting and worrying step for both parents and children. For many it is the first time they are entrusting others to look after their child. We want all children to feel safe and welcomed and cared for, so we work in partnership with parents/carers to ensure an individual approach to our settling in process.

The settling in process is outlined below:

- Prior to starting all families are given a brochure and handbook. These help explain Nursery routines and our child-centred ethos as well as practical information.
- Before your child's start date, you will be visited at home (for September starters) or invited to a visit day at Nursery (for afternoon starters). For home visits, two members of staff will visit including where possible, your child's Key Person. One staff member will play with your child and begin to get to know them whilst the other is free to chat to you. The home visits take approximately 30 minutes and provide an opportunity to share information. You will have a chance to tell us all about your child, what they like, any medical/dietary needs and discuss any concerns you may have. Visit days also provide this opportunity.
- All children are allocated a Key person who will help settle your child in and will be your first port of call should you wish to discuss any aspect of your child's individual needs and progress. We are a small team and all staff will be responsible for settling in all children. This means that should your child feel more comfortable with a member of staff who is not their Key person, then this is not a problem.
- On your child's first day you will be expected to stay with them for the whole session. You may bring younger siblings with you but we do ask not to bring extended family or other children.
- Children are not expected to stay for the whole time for the first few sessions. Ideally you may be able to leave for a short while on the second/third session. Depending on how your child settles, we will gradually increase the time you leave them. Your Key person will work the timings out with you.
- We are very happy to have parents/carers stay rather than leave too soon and cause distress. Once the process of leaving your child has started, then collecting early rather than returning to play with them at Nursery works best. This helps to reinforce that Nursery is a place your child will come without you.
- Your Key person will always work with you to devise the best strategy for settling in for your child.
- Children are only considered for lunches once they are managing a complete session and the Key person feels they are ready.

- There are refreshments available upstairs for 'waiting' parents and a chance for you to meet others!
- Once your child has settled you will be expected to bring your child into Nursery, help them find their peg and bring them to the staff member for registration. You may then wish to settle them with an adult if needed or at an activity of their choosing.
- We do insist that you do not 'sneak off' but ask that you always say goodbye to your child.
- We actively encourage parents to contact us if you ever have any concerns about your child at any time during and after the settling period.
- We will always contact you if we feel your child is getting too distressed or we feel the settling in process is not working for you.

This Policy was adopted was adopted at a meeting of St. Paul’s Church Nursery School and is reviewed on a three year cycle in line with the School Development Plan.

Signed on behalf of the Management Committee _____

Signed on behalf of the Nursery _____ Date _____

Review Date _____