

**ABC NURSERY POLICIES AND PROCEDURES****POLICY 16: Settling in Nursery**

- 16.1 We want the children in our nursery to feel safe and happy whilst away from their parents / carers, to recognise other adults as a source of authority, help and friendship and to be able to share with their parents / carers afterwards the new learning experiences that they have enjoyed at the nurseries.
- 16.2 Parents / carers who show an interest in placing their child in the nursery are encouraged to look round on an individual appointment basis, where they will be given individual time and attention by a senior member of staff. The aims and objectives of the nursery, the daily routine, and an outline of procedures and policies will be given verbally at this time. If parents have not already requested a prospectus, then one will be given to them when they visit. Any questions parents wish to raise at this time will be responded to. It is the parent's / carer's decision at this stage whether or not they bring their child with them.
- 16.3 Once a place is requested parents are asked to pay a £60 registration fee, which is a non-returnable fee. If a child is in receipt of a fully funded 'standalone' place, this will not be subject to a registration fee, however a £60 refundable deposit will be charged. Please see our Admissions Policy for more information.
- 16.4 Once a starting date has been arranged the nursery will organise an Induction Appointment with the parents(s). At this time we will go through procedures and policies and find out all information that is relevant to their child to assist with their care, discussing allergies, dietary needs and other care needs. Settling in procedures are discussed and at this time we organise settling-in sessions / days. These may vary as we respect that each parent and child has individual needs.
- 16.5 This Induction Appointment may well be arranged during an Open Day when parents can be introduced to their child's key carer.
- 16.6 Initially it may be advisable to stay with your child, but then increase the time that you leave them. Parents / carers can always contact the nursery by phone and we encourage parents to telephone in the early weeks to seek reassurance that their child is happy and settled.
- 16.7 Staff are always very honest in conveying accurate information to parents / carers on how their child has been for the session / day.
- 16.8 Sometimes it is not always in the best interests of the child to prolong the parting from parents. Where staff members feel that this is the case we will sensitively convey this information to parents.
- 16.9 The nursery accepts that children may be sometimes quite traumatised in parting from parents and need to form attachment bonds with a new adult in nursery. We will try to be as flexible as possible in allowing the child to be with the adult they have bonded to during the initial weeks of settling in to help reduce this trauma.

- 16.10 The welfare and well-being of the parent / carer and child are paramount and decisions made by staff will reflect this and not be arranged for the convenience of the staff or nursery routine.
- 16.11 Parents of children who are transferring from one area of the nursery to another will be invited to attend a settling in session or transition day with their child, as certain things may differ between areas even within the one nursery setting, such as the way feedback is given as a child gets older.

