

Settling in Policy and Procedure



At Jo Jo's Day Care Nursery Limited we aim 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 what the nursery has to offer.

We aim to support parents and other carers to help their children settle quickly and easily by giving consideration to the individual needs and circumstances of each child and their families.

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

- Providing parent/carer with relevant information regarding the policies and procedures of the nursery.
- Encouraging the parent/carer and children to visit the nursery during the evening during the weeks before an admission is planned.
- Planning settling in visits and introductory sessions (lasting approximately 1 hour). These will be provided free of charge over a one or two week period dependent on individual needs, age and stage of development
- Usually we would welcome the parent/carer to stay with their child during the first few weeks until the child feels settled and the parents feel comfortable about leaving their child. But unfortunately due to COVID this has been placed on hold. Settling in visits and introductory sessions are key to a smooth transition and to ensure good communication and information sharing between staff and parents
- Reassuring parents throughout the settling in process.
- Encouraging parents, where appropriate, to separate themselves from their children for brief periods at first, gradually building up to longer absences.
- Allocating a key person to each child and his/her family, before he/she starts to attend. The key person welcomes and looks after the child ensuring that their care is tailored to meet their individual needs. He/she offers a settled relationship for the child and build a relationship with his/her parents during the settling in period, and throughout his/her time at the nursery, to ensure the family has a familiar contact person to assist with the settling in process.
- There will also be a named buddy key person who will take care of the child in the absence of the main key person.
- Reviewing the nominated key person if the child is bonding with another member of staff to ensure the child's needs are supported.
- 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.
- We will arrange a telephone consultation to explain and complete with his/her parents the child's registration records. This is usually completed on the child first settling in session, but due to COVID we are making telephone consultations.
- Following a child's first settle session unaccompanied by their carer an email will be shared detailing their time within the nursery.
- Within the first four to six weeks of starting we discuss and work with the child's parent/carer to create their child's record of achievement and provide the parent/carer with a settling in report. After this time regular 'My Unique Stories' will be sent home.
- We welcome phone calls and emails from parents/carers throughout the day and also provide courtesy calls to inform parent/carers how their child/ren has settled.

Date Monitored: 14.10.22

Name: Jodine Grutzmacher

Signature:

Review Date: October 2023

