

Settling in Policy

The company recognises that it is essential for you and your child to feel secure and comfortable in the nursery, this enables all children to achieve their full potential and have a worthwhile and fulfilling experience whilst in our care.

We recognise that each child is an individual and some children take longer than others to settle into nursery life. We appreciate you may require some flexibility during this time.

We will routinely offer you four settling in sessions when you child starts at our nursery:

	Duration	Parent's Role
Session 1	1 hour	You are required to stay with your child for 1 hour in the room where they will be based. This will enable you to discuss their child's routine, any special dietary requirements and individual needs with the staff in the room. You will have the opportunity to observe the practice in the room, and ask any relevant questions and you can also go through the All about me form either on paper or through the online journal.
Session 2	1 hour	You are required to stay on site, but not with your child once they have been settled into the room. This will enable your child to experience separation from you for a short period of time, whilst ensuring if they do become distressed you are readily available to comfort them. This reinforces the understanding for your child that their Mummy/Daddy/Carer will be coming back
Session 3	2 hours	You will drop your child off and settle them in and then leave the site, you must be contactable by telephone so that you can be called and asked to return should your child need you
Session 4	3 hours	This is the same as session 3 but for a longer period. We would recommend keeping your phone on again in case your child needs you although the process should have become familiar to your child by now and we would expect happy transitions from now on

Your child may then start his/her normal schedule, though parents must be aware that we may ask for shortened days during the first week if this is best for their child.

Additional settling sessions of one hour may be offered to children/parents if we feel that it would be beneficial to all parties. If additional sessions are required, parents must be prepared to stay on site during the visit. All settling sessions are included as part of the Registration Fee.

Review of Policy This policy is reviewed annually. Review date – September 2023