



## Settling in Policy

West Byfleet Nursery aims to ensure that all children feel safe and secure while they are with us and are welcomed by all staff. We aim to consider children's individual needs and will take into account parents wishes when a child starts attending the nursery.

In order to accomplish this we will:

- Provide opportunities for parents/carers and the setting to share information prior to the child starting at the nursery
- Hold an out of hours induction session at the end of each term for the children beginning the following term. This session allows the parents and the children to become familiar with the setting and for the staff, parents/carers and children to begin to develop mutually supportive relationships. If a child is unable to attend their induction session we will offer an alternative occasion for the child and parent/carer to visit the setting
- Issue admission packs to all new families upon induction. This will contain all the necessary forms for you to complete prior to your child starting the nursery. It will also provide parents with information about the Early Years Foundation Stage 2017.

Admission forms and Consent for emergency medical treatment forms must be completed before the child can be admitted to the nursery.

Each child will be allocated a key person prior to starting at the setting. This person is the child's and family's first point of contact and is also responsible for undertaking and recording ongoing developmental assessments

It is a statutory requirement for each child to have a key person, however all practitioners recognise that the child's parent/carer is the child's first and foremost educator. We aim to work in partnership with parents/carers to support their child's learning and development.

Practitioners will work together with the child and parent/carer during the settling in process, to establish the best way forward for the child

Initially we may advise parents/carers to bring their child to their regular sessions a little later than the usual start time in order for the other children to settle, creating a calmer atmosphere if we feel it is appropriate for an individual child

We believe that a child has settled when they appear to feel safe and secure within the setting and they understand that their parent/carer will return for them at the end of the session

If a child is distressed we aim to support both the child and the parent/carer using a variety of strategies such as positive reinforcements for example, stickers or stampers, by shortening the length of the session, or by encouraging the child to 'buddy up' with another child. Following consultation and

agreement with the child and parent/carer, one or more of these strategies may be implemented to support the needs of the individual.

Parents are welcome to phone the nursery at any time during the session to check on their child

Signature: Ruth Claydon    Date: 9th November 2018    Review : November 2019