



Settling In Policy

We want children to feel safe and happy in the absence of their parents, to recognise other adults as a source of authority, help and friendship and to be able to share with their parents afterwards the new learning experiences enjoyed in the nursery.

What we aim to do

We aim to make the nursery a welcome place where children settle quickly and easily because consideration has been given to the individual needs and circumstances of children and their families.

How we will achieve this

- Before a child starts to attend nursery we use a variety of ways to provide parents with information. These include written information on the website and policies, nursery tours, displays about nursery activities and home visits to meet the child and the parents.
- We ask the parents to complete an online Little Bicks book with all the important information required such as vaccinations, emergency contacts and permissions etc.
- During the half term before a child starts at Little Bicks, we provide opportunities for children and their parents to visit the nursery.
- When a child starts to attend, we work with parents to decide on the best way to settle the child into the nursery, this may include shorter or more frequent sessions.
- We allocate a key person to each child and their families, before they start to attend; the key person welcomes and looks after the child and their parents wherever possible.
- We will introduce new families into the group on a staggered basis, for example two new children a day for a week rather than 10 new children all at once
- We use home visits to explain and complete, with the parents, the settling process and what will happen once the child is at nursery. We use this time to go through the Little Bicks book that they have filled in and discuss anything necessary.
- Throughout their time with us we discuss and work with the child's parents to create their child's Learning Journal.
- We will encourage parents, where appropriate, to separate from their children for brief periods at first, gradually building up to longer absences.

Children cannot play or learn successfully if they are anxious and unhappy. Our settling procedures aim to help parents to help their children to feel comfortable in the nursery, to benefit from what it has to offer, and to be confident that their parents will return at the end of the session/day.

Date policy was reviewed	March 2022
This policy is due for review before	March 2023