



Settling-in policy

Date: August 2011

Review date: September 2012

Name of responsible person: Gaynor Brennan / Ruth Carter

Policy

At The Honey Pot Nursery we want every family to enjoy the time they and their children spend with us. We recognise that starting in a group setting can be an exciting but unsettling process for both children and adults and we will do everything possible to make the transition as easy and enjoyable as possible. Every child is different and each will react in different ways to the experience of being with a group of other children in a different environment. At the Honey Pot, we respect these differences and will use our knowledge and experience to help every child and family to settle in comfortably and become a part of the Honey Pot 'family'.

To help us do this we have a routine that we follow when new families start in the setting. This involves at least three introductory visits when parent and child spend time in the setting together. This gives the opportunity to get to know the staff who will be looking after the child, to see how the daily routines of the setting operate and to understand some of the experiences and activities that children will be taking part in during the day. This time is an opportunity for questions to be asked about the setting, and for the Admission Profiles to be completed by the Key person, the Profile includes dietary requirements and allergies, as well as up-to-date contact information.

Following these joint visits, the child will probably be ready to stay in the setting on his or her own. For the first few sessions we recommend that children are left only for a short time so they are reassured that they will be collected. Children frequently become upset and cry at the time parents leave, but with lots of attention from the staff of the setting they quickly settle and become involved in the activities going on around them.

When parents return to collect their child, staff are happy to spend time talking about the activities / events of the day.

Procedures

All children will be invited to attend three sessions with a parent prior to being left at the setting alone – during the first visit the parent will be able to play with the child, during the second the parent will be able to play with the child for a while and then leave him / her to play whilst remaining in the building and during the third visit the parent ideally will be able to leave the child for a short time returning to reassure that having left they will return!

These visits will also enable:

- The child to become familiar with the setting and the staff
- The staff to begin to know the child
- The parent to be reassured and build up confidence about leaving the child
- The parent and key worker to get to know each other and exchange information about the child's routines and nursery practice – by completing the Admission Profile documents
- The parent to discuss any concerns they may have
- Essential information to be recorded:-
 - The 'getting to know you page' – 'Personal Pathway',
 - Complete a Routine Sheet – Bumbles
- Parents will be introduced to the Parents Notice boards and to the room planning which is clearly displayed for all parents to access.