

Settling into Nursery Policy

At Little Oaks Nursery, we aim to support parents and carers to enable their children to settle into nursery quickly and easily. We will always give consideration to the individual needs and circumstances of every child and their family. As a nursery, our main aim is for children to feel safe, happy and stimulated within our environment and to feel secure and comfortable with all staff. Little Oaks Nursery aim to fully involve parents and carers in their child's nursery life and have confidence in their child's continued well-being and their active role as partners.

All the staff at Little Oaks Nursery acknowledge the importance of building strong attachments with children and are trained to recognise the different stages of attachment. This knowledge is used within practice to support each individual child and family to settle into nursery life.

Once a child's registration form is returned to the nursery, you will be invited for a showround and when a space is available, a letter will be sent to the home confirming your child's place and providing the following information;

- Times of booked sessions and start date
- Settling in procedure
- Invoice procedure

Our nursery strives to work in partnership with parents/carers and families to settle their child into the nursery environment by:

- Encouraging parents/carers to attend 3 settling in visits to allow the child/ren to become familiar with the new environment before being left for the first time. The length, number and timing on settling in sessions is left flexible to ensure we offer a service which suits the needs of individual children and their families.
- For children who have English as an additional language, we will ensure time is spent learning some key phrases in the child's home language. This will help ensure children can communicate their needs effectively during their time in nursery.

During these visits, the nursery will support parents by:

- 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 builds 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
- Reviewing the nominated key person if the child is bonding with another member of staff to ensure the child's needs are supported
- Providing parents with relevant information about the policies and procedures of the nursery
- Reassuring parents whose children seem to be taking a long time settling in to the nursery and developing a plan with them
- Encouraging parents, where appropriate, to separate themselves from their children for brief periods at first, gradually building up to longer absences
- Assigning a "significant other" key person to each child in case the key person is not available. Parents will be made aware of this to support the settling process and attachment

- 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

During the visits, parents will be given the following information;

- The key person system and who their child's key person is
- Explanation of our online system
- Meal time routines and menus
- What to bring to nursery
- Medication and first aid practices
- The contact number for the nursery
- Drop off and collection procedure
- What to do if they have a complaint or compliment
- Details of child's likes/dislikes and routines will be collected

Before a child's first session, parents will be required to complete additional information sheets which will inform key workers of children's daily routines. These will vary depending on the age of the child.

Written permission will be sought from parents on the following:

- Permission to give emergency treatment.
- Permission to take children on short trips outside of the Nursery setting.
- Permission to take photographs of child to be used for online learning journeys, social media, displays and sometimes, promotion.
- Permission to administer Sudocrem if necessary.
- Permission to provide plasters if necessary.
- Permission to apply sun cream.
- Permission to administer medication as and when required. (Calpol and prescribed medicine only).
- Dietary requirements and allergies.

The parent/carer is also given the opportunity to raise any comments with the staff which would benefit their child's care and development.

If a child continues to be distressed after attending Nursery for some time, a review with parents/carers would be arranged to see how they feel and what everyone agrees to be the best next step for the child.