

# Stepping Stones Day Nursery & Nursery School Limited

## SETTLING IN

We aim for children to feel safe, stimulated and happy in the nursery and to feel secure and comfortable with all staff. We also want parents to have confidence in both their children's well-being and their role as active partners, with the child being able to benefit from what the nursery has to offer.

We aim to support parents and other carers to help their children settle quickly and easily by giving consideration to the individual needs and circumstances of each child and their families.

The nursery staff will work in partnership with parents to settle their child into the nursery environment by:

- Providing parents with relevant information regarding the policies and procedures of the nursery.
- Encouraging the parents and children to visit the nursery during the weeks before an admission is planned.
- Planning settling in visits and introductory sessions (lasting approximately 1-2 hours). These will be provided free of charge over a one or two week period dependent on individual needs, age and stage of development.
- Welcoming parents to stay with their child during the first few weeks until the child feels settled and the parents feel comfortable about leaving their child. Settling in visits and introductory sessions are key to a smooth transition and to ensure good communication and information sharing between staff and parents.
- Reassuring parents whose children seem to be taking a long time settling into the nursery.
- Encouraging parents, where appropriate, to separate themselves from their children for brief periods at first, gradually building up to longer absences as recommended by childcare expert and author Penny Tassoni (see overleaf).
- 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 and 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.
- 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.
- Children will not be taken on an outing from the nursery until he/she is completely settled.

### Settling In Without Tears as recommended by Penny Tassoni

- Parent and key person play together with child.
- Key person leads play and interaction whilst parent present.
- Key person asks parent to get something in sight of child e.g. a toy / book.
- If ok key person gets parent to get something out of sight of children but still in room
- If ok parent can exit room briefly.
- If ok parent can remain out of room for longer periods.
- At all times child must be secure and assured parent / carer will be back.

If the initial settling in session goes well the next settling in session parents are encouraged To drop off the child and return later.

Settling in is always dependant on the child and his / her wellbeing. As many settling in sessions that it takes to ensure the child is settled will be used. Session times may be altered i.e. shortened then gradually built up if deemed necessary and agreed by parents to facilitate a smooth transition into nursery.

Parents are encouraged to call the nursery as many times as they want in the initial few weeks of nursery.

Stepping Stones will always call a parent if their child becomes overly distressed.

<b>This policy was adopted on</b>	15/2/2011
<b>Signed on behalf of the nursery</b>	Date Reviewed
<b>James Chenery</b>	09/12, 09/13, 09/14, 09/15, 09/16
<b>James Chenery</b>	09/17
<b>Jane Kelly</b>	09/2018