

Settling in policy.

Parents are encouraged to make as many settling appointments as they feel their child will need. The nursery recommends a minimum of four visits a month before the child is due to start. However, the number of visits may vary to accommodate each child's individual needs, taking into consideration their age.

Parents and their children are invited to come into the nursery between the hours of 10am and 11am or 2pm and 3pm to spend some time in their child's new room with their key person. During this hour the staff, parents and child can get to know each other. The key person will spend time on a one to one basis with the child, to establish familiarity and begin a relationship.

The parents will receive a welcome pack during their child's first settling in session, which contains information on the room and some forms that will need to be completed and returned to the staff.

This is a valuable opportunity for the staff to obtain information from the parents about their child. The staff should give careful consideration to the questions they would like to ask the parents during the time spent with them.

Once an initial relationship has been established between staff, parents and children, and the parents feel comfortable and confident with the environment, it should be suggested that the parents leave their child in the care of the key person for a short period of time. This time can be gradually increased until the child spends the full hour without their parents, in their new room.

It is important to remember that the parents must remain on site for this hour.

This policy was checked, reviewed and updated in **August 2012**.

_____ Nursery Manager