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**SETTLING IN POLICY**

At Eltham Green Nursery we consider it to be very important for your child to feel safe, secure and happy to be left in our care. To achieve this, we have a flexible settling in policy to meet each child’s individual needs.

Parents need to allow at least two weeks for their child to settle, the actual length of time may vary before both parents and nursery staff feel confident that the child is ready to attend nursery.

Where a child is due to start nursery immediately following a holiday, experience shows that the settling in period should take place after the holiday – it has not proved to be effective to attempt to settle a child, especially babies, prior to the holiday.

We therefore ask all parents to plan to be available to settle their child during the first two weeks of the term. (This could be another family member). We fully understand that this can prove difficult with work commitments, but it is important to allow the child enough time to become familiar with their key person and the nursery environment, this creates the transition from home to nursery a calm experience for all.

On your first initial day of settling we invite one parent and their child to meet with their key person and discuss the child’s routine, likes/dislikes and interests etc. This visit is for approximately 30-45 minutes.

Subsequent visits from then can be arranged between the parent and the key person. The parent will leave the child at the main door for differing amounts of time to see how the child separates from parent. For example: leave child for 20 minutes, 1 hour, 2 hours etc.

This is a flexible procedure and some children need more visits than others to settle. **We also ask that you collect your child at 4pm during their first week at nursery to ensure they can cope with a longer day.**

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