



## **Settling Into the Nursery:**

Here at Ducklings Childcare Ltd we strive to ensure all children are given the same opportunity to settle into our nursery environment.

Once a family has returned their child's registration form, a letter will be sent confirming the place and providing the following information:

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

We encourage parents/carers to come into the nursery with their child for approximately 3 settling in sessions to give the child time to become familiar with the nursery 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.

During these visits parents will be informed of:

- The key person system and who their child's key person is
- EYFS profiles and daily record sheets
- Meal time routines and menus
- What to bring to nursery
- Medication and first aid practices
- The contact number for 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 EFYS profiles and occasionally 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).

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

It is recognised that some children take longer to settle than others. We work with parents on an individual basis to ensure their child copes well with the change and parents feel supported throughout the settling in process. If a child is finding it very difficult to settle we work with parents to identify if there is anything else which can be done, such as:

- Bringing a favorite toy from home or set up activities that we know the child particularly likes.
- Developing a star chart for either coming in smiling or small achievements the child achieves whilst in nursery.
- Attempting to have the same member of staff meet the child and work alongside them and their parent/carer.
- Encourage parents to phone throughout the day to reassure them and let them speak to the child's own key person, try and get the parent/carer to collect their child a little earlier so as to observe the child playing.

If a child continues to be distressed after attending nursery for some time, arrange 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.

During the settling in time, the child's key person will take photos and make observations in the child's profile about their first few visits to nursery. Formal assessments will take place approximately one month after the child has started to give them time to fully settle in.