

Settling in policy:

Twinkle Toes Nursery aims to work in partnership with parents/carers to settle the child into the group environment to ensure they feel safe, secure, and comfortable with staff and their surroundings. We aim to consider the individual needs of children and families and give confidence to parents, enabling them to feel comfortable that the needs of their child will be met.

Before a child starts to attend Twinkle Toes, we will use a variety of ways to engage with the children and their family by offering pre visits to our nursery. We will use this visit to provide his/her parents/carers with information about the Nursery such as the nursery prospectus and policies, activities available within the setting, information days and evenings and individual meetings with parents.

Procedure:

- A key person will be allocated to your child based on the sessions that you have enrolled your child.
- An all about me booklet will be completed by parent/carer.
- A settling in session for a minimum of 3 days will be agreed with parents/carers.
- Younger children will take longer to settle in, as will children who have not previously spent time away from home.
- Children who have had a period of absence may also need their parent to be on hand to re- settle them.
- On their first session children will be introduced to the staff members, to other children.
- Parents will be encouraged to say goodbye to their child, if the child and parent feel comfortable with this, and explain that they will be coming back at the end of the session.
- If child becomes extremely upset and uncontrollable, staff will call parents/carers to collect the child and we will try again the following day.

Practitioners are mindful to treat every child as an individual and reiterate to parents that every child is different and will, therefore settle at different rates. Some children will settle more readily than others, but that some children who appear to settle rapidly are not necessarily ready to be left. The nursery reserves the right not to accept a child into the nursery without a parent or carer if the child finds it distressing to be left. This is especially the case with very young children, as we don't believe that they will be able to learn and gain the best from the nursery.

Regular discussion will take place with parents around their child's progress and how their child is settling in. These will be based on relationships with staff and peers, participation in activities, familiarity with routines and the whereabouts of resources and equipment. During this settling-in period, the practitioners can build up a picture of the child, using information that is gathered through communication with parents and observing the child. They can see what the child's interests are; their stage of development and how we can best support them through this time. Practitioners are aware of how to accommodate children's needs and the settling-in period is organised around children's home routines for example, the baby room parents are encouraged to fill in an individual care plan informing us of the time that their child has milk feeds and sleep times.

Parents are kept informed about how their child is settling and are given adequate notice if the settling in period is to be extended. Within the first six weeks of starting, the key person will use the information they have gathered from the parents, the completed 'Getting to Know your booklet' and their observations of the child to complete their Early Assessment Review. This will then be discussed with parents about their child will be supported in the nursery along with ideas about how they can support them at home.

Policy reviewed by: Sumaya Ahmed (Manager)

Date: October 2023

Next review: October 2024