

Little Rainbow Nursery

Settling In

At Little Rainbow Nursery we aim for children to feel safe, stimulated and happy in the nursery and to feel secure and comfortable with staff and the environment. We also want parents/carers to have confidence in both their children's well being and their role as active partners.

Little Rainbow Nursery aims to help parents and other carers to help their children settle quickly and easily by giving consideration to the individual needs and circumstances of children and their families.

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

- Encouraging the parents/carers and children to visit the nursery during the weeks before an admission is planned.
- Providing parents with relevant information regarding the policies and procedures of the nursery.
- Planning settling in visits and introductory sessions. 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/carers to stay with their child during the first few weeks until the child feels settled and parents/carers feel comfortable about leaving him/her. Settling in visits and introductory sessions are key to a smooth transition and ensure good communication and information exchange.
- Encouraging parents/carers, where appropriate, to separate themselves from their children for brief periods at first, gradually building up to longer absences.
- Reassuring parents/carers whose children seem to be taking a long time settling into the nursery.
- Allocating a key person to each child and his/her family, before he/she starts to attend. The key person (or, if the key person is not available, another member of staff who has been working closely with the child) welcomes and works with 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.
- After six weeks, a meeting is arranged for the parents/carers with the child's key person, to discuss how well the child seems to have settled at the nursery. The key person shows the parents/carers the child's records (e.g. any photographs, written observations, checklists, samples of drawings) and the parents may tell the key person about the Child's reactions at home.

This policy was adopted on: April 2021

Date for review; April 2022