



Settling in Policy

When a child starts attending Rainbow Nursery we feel that it is very important that they are settled into the nursery before parents leave them in our care. Not only is this important for the practitioners, but so the parents can know that their child is happy and content. We offer high quality care for the children and part of this care is ensuring that the children are as happy as they possibly can be.

When we have confirmed a child's place to start at Rainbow Nursery we work with parents to arrange the following meetings and visits

Initial Assessment of Starting Points Meeting (IASP), this is an opportunity for parent, key person and area manager to meet to gather information about where the child is developmentally.

We then offer 3 hours of settling in sessions, this can be 3 separate hour sessions, or divided as the parent wishes. We ask the parent to stay for the initial first hour, to meet the key person to discuss care routines, welcome pack and allow the child an opportunity to settle in the room with a familiar adult.

The following 2 hours of visits, the parent can leave the child at nursery if they wish as a taster session.

If a parent requests further sessions this can be arranged. We do recommend during one of the taster sessions that the parent does leave the room, if only for 10 minutes, so the child can experience the parent of leaving and returning. The IASP meeting and settling in sessions are complimentary.

We value parents as the child's first educator and the most knowledgeable person regarding their child. The hours settling in visits gives the key person a chance to find out as much information as possible from the parent/s regarding the child.

The hours settling in visits also gives parents a chance to ask any questions they may have. It also gives the parent/s chance to get to know their child's key person and the other practitioners who will be looking after their child. Any other half day/ full day sessions can be booked as wished before the child starts the confirmed booking pattern. These sessions are charged at the current fee rate.

If it were felt that once a child had started at Rainbow Nursery that they were still very anxious about being left or were very upset, the practitioners in the room would speak to their manager for advice. The practitioners would then discuss this with the child's parent/s and offer advice and support to them about how we can help the child to settle fully.

If parents were to have any concerns about their child settling, they should discuss this with their child's key person or the area manager. They will be able to offer support and make suggestions of what may help the child settle in or be less anxious when the parent drops them off.

Parents are more than welcome to stay with their child for a while on their child's first day at Rainbow Nursery, if you wish to do so. Every classroom has an internal telephone system so we also encourage parents to ring during their child's day at nursery so that they can speak to their child's key person to ensure that their child is happy and settled.

This policy was reviewed in January 2020

This policy will be reviewed in January 2022 or before if there are any changes in legislation.

Signed: *L.A. Watson*

Early Years Nursery Manager

June 2020

Changes due to Covid 19 outbreak

Where applicable any meetings with parents will take place outdoors or in an empty well ventilated room adhering to the 2 metre distance rule. 1 hour visits will take place outdoors. Care routines to be discussed over the telephone, e-mail or via tapestry where possible. Parents will not enter the nursery buildings on drop off/pick up times.