

PARENT/CARER POLICY SETTLING IN PROCEDURE

When a child starts nursery it is very important to help them form relationships with carers and peers whilst supporting their transition into an unfamiliar environment. New children often require a lot of one to one attention due to the unfamiliarity of the staff, environment and routine. It is our responsibility to ensure that we do the following:

- We welcome both the children and carers (we know parents also need reassurance as they are leaving their most precious possession in our care).
- Staff get to know the carers, making conversation and gaining information about the child. We like to know your name or what you like to be known as.
- We take time with you and your child, allowing exchange of information and concerns.
- We discuss your child's visits being honest (how well it went, being realistic, if they have cried we will tell you), but remember these are short visits and the environment is unfamiliar to them so make allowances!
- We stimulate the children and offer interesting and fun activities that are of interest to them.
- We comfort and reassure the children reinforcing that their carer will be returning, and often offer a focus time to tell them when they will return e.g. after lunch time. We ensure this time is accurate to avoid unnecessary upset.
- Encourage the child to build a bond with us by participating in 'special' activities.
- Encourage them to form friendships with other children within the group. Tell the carer who they have played with so they can discuss this at home to try to familiarise the child that little bit more.
- Each child's key person will start a file on the child's development progress and will continue to monitor development and learning and set appropriate goals. Liaise with each other to gain knowledge and emphasise their central role.
- Point the carer in the direction of the notice board and give as much information as possible. If a staff member is asked a question for which they do not know the answer, then they will be directed to a senior member of the team who will be willing to answer all questions.
- All children have very different needs and we must ensure that we treat them as individuals.
- We ensure that carers are welcome to discuss anything that may help their child to settle into nursery.
- It is essential to the smooth running of the nursery that all children are happily settled into the nursery setting, this is not only beneficial to the carers and children but also to the staff. To enable this to happen effectively we must be consistent in our approach making a team effort to work closely with each other and other professionals and reinforce positive attitudes, build confidence and trust with a professional relationship and attitude to the high quality care we provide.