

SETTLING-IN POLICY



JUNE 2020

<i>This Policy was adopted on</i>	<i>Signed on behalf of the nursery</i>	<i>Date for Review</i>
<i>September 2019</i>	<i>L Jessiman</i>	<i>September 2020</i>
<i>June 2020</i>	<i>L Jessiman</i>	<i>June 2021</i>
<i>Reviewed June 2021</i>	<i>L Jessiman</i>	<i>September 2022</i>
<i>Amended March 2022</i>	<i>L Jessiman</i>	<i>September 2022</i>
<i>Reviewed September 23</i>	<i>L Jessiman</i>	<i>September 25</i>

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Settling-In Policy

At the Eveline Day Nurseries Ltd our aim is to work in partnership with parents to help them become familiar with the setting and offer a settled relationship for the child. We know children learn best when they are healthy, safe and secure, we build positive relationships with parents to ensure that we can meet children's individual needs and help them settle quickly into nursery life.

All our staff know about the importance of building strong attachments with children. They are trained to recognise the different stages of attachment and use this knowledge to support children and families settling into the nursery.

Our nursery will work in partnership with parents to settle their child into the nursery environment by:

- Allocating a key person to each child and his/her family, before he/she starts to attend. The key person welcomes and looks after the child, ensuring that their care is tailored to meet their individual needs. He/she offers a settled relationship for the child and builds a relationship with 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
- Providing parents with relevant information about the policies and procedures of the nursery
- Working with parents to gather information before the child starts on the child's interests, likes and dislikes etc. Parents are asked to complete the All About Me information which we use as a guide of the child's current development
- Encouraging parents and children to visit the nursery during the weeks before an admission is planned and arranging home visits where applicable
- 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 to stay with their child during the first few weeks until the child feels settled and the parents feel comfortable about leaving their child. Settling in visits and introductory sessions are key to a smooth transition to ensure good communication and information sharing between staff and parents
- Reviewing the nominated key person if the child is bonding with another member of staff to ensure the child's needs are supported
- Reassuring parents whose children seem to be taking a long time settling into the nursery and developing a plan with them



- Encouraging parents, where appropriate, to separate themselves from their children for brief periods at first, gradually building up to longer absences
- Assigning a buddy/back-up key person to each child in case the key person is not available. Parents will be made aware of this to support the settling process and attachment
- Reviewing the nominated key person if the child is bonding with another member of staff to ensure the child's needs are supported
- Respecting the circumstances of all families, including those who are unable to stay for long periods of time in the nursery and reassure them of their child's progress towards settling in
- Not taking a child on an outing from the nursery until he/she is completely settled.