



Albert Village Nursery

Settling In Policy

Statement of Intent:

Albert Village Nursery wishes all of its children to feel safe, secure, happy and comfortable. We want parents/carers to be confident that their child has a high level of wellbeing and that the staff are active partners in their child's care and education.

Aim:

We aim to make our setting a welcoming place where children settle quickly and easily. Consideration will be given to children's individual needs, schemas and learning styles. Family situations and needs will also be reflected upon.

To help settle children into our nursery we will:

- Establish key person relationships from the start.
- Make all staff available to speak to parents/carers on a daily basis
- Show new children where items and areas of nursery can be found, for example where the toilets are, where their water bottles live and where to wash their hands and line up.
- Ask more established children to support and guide new children by making friends.
- Stagger the intake of new children so that extra attention can be given.
- Allow children time to familiarise themselves with our rules and boundaries within nursery.
- Take any phone calls from parents/carers immediately and be honest and truthful with our response to their questions. We will also call parents/carers if children do not settle.
- We will use the information in the 'All About Me' booklets to help children settle.
- If applicable let parents/carers stay with their children for a short period of time when their child first starts nursery. This must not be to the detriment of other children, the child in question or parent.
- Children with Special Educational Needs may be visited in their home if deemed necessary.
- Ensure all new children have visited nursery prior to their start date.
- Listen to the children and provide comfort where appropriate.

We would ask parents/carers to:

- Provide their child with a comforter if applicable, for example a blanket, teddy, pacifier or favourite toy.
- Ensure the 'All About Me' book has been filled in with as much information as possible, to include photographs of family members.
- Provide us with a family photograph that can be displayed in the cloakroom.
- Show their child our Class Dojo app, website and Facebook page to help to familiarise your child with nursery.
- Talk to their child about starting nursery.
- Speak to the members of staff on a daily basis if there have been any change to their child's routine, for example your child has been up in the night, has eaten little or no breakfast/lunch or a family pet has passed away.
- Label all of their children's belongings, as some children become upset if another child has their item.

We understand that when leaving children to start a new establishment for the first time may cause a few worries. All the nursery staff are parents themselves and very approachable however, if you would like to speak to your child's keyperson or the Nursery Manager in private please ask to do so. It is imperative that the lines of communication between us are always open so therefore please inform us of any changes in your child's life even if it seems small and insignificant.

Hopefully there will be no issues when your child starts nursery however, if an issue arises please speak to the Nursery Manager and/or your child's keyperson immediately.

March 2024

Review date: March 2026