

**SUNNY SKIES NURSERY**  
**OUR POLICY FOR SETTLING IN (POL14) rev 08/17 [v.2]**

In our Nursery we want the children to feel safe, stimulated and happy, to feel secure and comfortable with the staff and the surroundings. We also want parents/carers to have confidence in the well being of the children and in their role as active partners with us.

In making our Nursery a welcoming place where children can settle quickly and easily, we will always consider the individual needs and circumstances of the children and their families. We aim to achieve this by

- Providing as much information as possible before the child starts Nursery, in the way of our Prospectus, Parent's Handbook, Open Days, 'Info Point' and 'Hot Spots' Noticeboards, and individual meetings with parents/carers
- Providing opportunities for the child and his/her parents/carers to visit us prior to the official start date
- Listening carefully to Parents/Carers in forming the child's Care Plan, and jointly deciding on the best way to help the child settle
- Allocating a Key Person to each child, who will welcome and look after the child, forming a close relationship with both them and their family
- Being honest with the child by asking parents/carers to say goodbye, and if appropriate to age and level of understanding, explain that they will be coming back, and when.
- Recognising that some children will settle more readily than others
- Using the Nursery Team's experience and knowledge of a variety of strategies to make this time less anxious and as stress-free as possible for everyone concerned
- Understanding the difference between a child crying because they are distressed, or because they are protesting or angry.
- Encouraging exchange of information between the Nursery and Parents/Carers which may affect the settling in process
- Keeping Parents/Carers closely informed of progress. This may include a telephone call for their reassurance
- Reconsidering strategies or the Care Plan in the unlikely event that a child does not settle after a reasonable period of time

**HELPING CHILDREN ACHIEVE MORE**

This policy forms part of our commitment to partnership working, a secure foundation and Positive Relationships