



Netherlee Nursery Class

Settling New Children



Aims

- To ensure all children's needs are met while transitioning into nursery.

Objectives

- To provide a settling in period for each individual child.
- To offer and promote home visits to allow nursery staff to visit the child in their own environment.
- To work with parents to ensure a smooth transition is upheld.

Methodology

- As children come to Netherlee Nursery Class from a wide variety of early learning and childcare experiences (home, play groups, child-minder, private nursery provider) we have a flexible settling procedure.
- **Welcome Letter:** Letter welcoming your child to our nursery containing details of building, group and key worker. Links to Nursery information on our website shared.
- **Nursery Visit:** Child invited to come and visit the nursery buildings for an informal drop in session with parents/carers to meet staff and tour the nursery.
- **Home Visit:** Home visit is offered to parents and carers in their welcome letter. A member of the nursery leadership team along with the child's key worker will visit the child at their home to allow the staff to see the children in their own environment and gather information about the child. This also gives parents the opportunity to seek advice or express any comments or concerns to the staff.
- **Phone Call:** If the parent does not request a home visit, staff will phone the child's parent before the start date to discuss settling in procedures. Settling in procedures are also discussed as part of nursery visits where possible.
- **Information:** Staff will gather information about the child through phone calls, Child's Personal Plan and Child's Special Book

Starting Nursery

- Each individual child can take a different amount of time to be settled in the nursery.
- Some children can take longer to settle than others. Nursery staff will work with parents/carers to formulate the best possible settling plan for their child.
- Our settling procedure can be adapted to suit the needs of every individual child.