



St Angela's Nursery Settling in Policy

Aim

Our aim is that every child in the Nursery feels happy, safe, welcomed and supported. In order to support children settling into the Nursery we aim to follow these steps.

Settling in process

1. Parent/Carer contact St Angela's Nursery to enrol
2. Parent/Carer arranges an appointment with Nursery to complete paperwork
During this meeting, Parents/Carers are informed of staff, groupings and general information on Nursery.
3. Date given for start of Nursery.
4. On first day, adult accompanies child to Nursery and stays in Nursery for 1 hour. The child joins the playroom and the key worker will spend the majority of the time with this child.
5. If child is settled in Nursery, parent/carers are asked to leave the playroom but will remain in the building.
6. If a child is unsettled the parent/carers will remain in the playroom with the child.
7. Incremental soft start approach for each child.
8. We aim for all children to be settled within their first week at nursery.
9. If for any reason a child is extremely upset whilst settling, we will ask the parent/carers to stay within the nursery and their time will be slowly increased depending on the needs of the child.
10. Whilst a child is settling the staff ensure they build up a warm, positive and responsive relationship.
11. Staff model our nursery rules and routines and support the child with these.
12. A Care Plan is completed with the parent/carers within 28 days of the child starting nursery, this is used to plan effectively for the individual

Policy adopted: May 2022

Policy to be reviewed: May 2024

Signed: A Kerlin, L McCann

Designation: DHT, Team Leader

Reviewed: November 23 LI LMcCann