



Saint Brendan's Nursery Class



Settling-In Policy

"The importance of emotional, personal and social development cannot be over emphasised, particularly for the youngest children. For the arrival in a new and strange place can be an anxious and unsettling experience. They should be supported by providing a clear settling in period with familiar routines and lots of support for both the child and the parent/carer".

A new child should feel comfortable, cared for and integrated into nursery life as quickly as possible. To ensure that we consider the individual needs of all children and a consistent approach is used, we will follow the procedures as detailed.

We will provide the children and their parents/carers with:

- An attractive, safe and stimulating environment
- An opportunity to visit the playroom
- A handbook for parents/carers
- A welcome pack for parents/carers

During the 1st session:

- Parents/carers complete all relevant paperwork on the first day
- Staff will make themselves aware of information from the child's All About Me sheet, which is completed by parents/carers and brought with them on the day
- Parents/carers are required to stay within the nursery (e.g.: Parent's Room), on their child's first day, while they settle
- The child's first session will be for 1 hour only
- The child's keyworker will discuss with parents/carers how the child has got on and discuss the next session. We operate soft start approach to suit the needs of each individual child.
- Parents/carers are invited to stay in the Parent's Room to ease transition from home to nursery, until their child has settled
- Consultations are ongoing throughout the process

Thereafter:

- The keyworker and parent/carer will work together to increase session times building from shorter to longer session times dependent on the needs of the individual child
- When the child feels happy and settled, they will be able to attend for their full session

- Staff and parent/carer complete the child's Personal Learning Plan together within 28 days of the child starting nursery

Reviewed: January 2024

Reviewed: January 2025

Reviewed: January 2026

Review by: January 2027