

**Policy for Settling New Children**

1. After a child has been allocated a place within West Early Learning and Childcare Class both the parent and child are invited for an initial visit. This lasts for an hour.

2. The parent and child have the opportunity to meet their child’s keyworker.

3. All relevant paperwork is filled out on this visit (enrolment forms, all about me forms, care plans, tooth varnishing consent etc.)

4. Parents/Carers are given a Nursery handbook and the opportunity to ask any questions they might have.

5. Staff will liase with parent’s/carers about their child’s first session. Many children will cope well- being left for the whole session and after the assessment of the child on the initial visit staff are happy to support this as long as parent or carer is available to collect them earlier if needed.

6. Staff are aware some parent’s/carers may want to stay for part of the session with their child this is welcomed and easily accommodated.

Standard 1: I get good care and support that is right for me.

Standard 2: I am involved in my care and support.

Standard 3: I trust the people who support me.

Standard 4: I trust the organisation I get care and support from.