

Cornton Nursery

Settling- In Policy & Procedure

Cornton nursery embraces the aims set out within the Scottish Early Childhood, Children and Families Transitions Statement. This guidance ensures a shared understanding on the impact of transitions on children's lives and allows us to embed the six principles of effective transitions to ensure families are fully supported when settling into nursery.

The following 6 principles remain at the heart of all decisions that are made in order to fully support children and families during the transition period.

- Aspirations
- Expectations
- Opportunities
- Entitlements
- Participation
- Contribution

Transition into nursery is a three-stage process which consists of;

1. Induction carried out within nursery with SMT and child's keyworker
2. Home visit is offered to the family
3. Settling in sessions

The initial induction process allows time to build a relationship with the child and family, provides opportunity to understand family values, what their expectations of the service are and to ensure care plans are completed to a high standard to ensure a child's needs are met fully right from the start, and that transition from home to nursery is as seamless as possible.

During induction, families can expect to complete comprehensive care plans fully taking account of all possible health and care needs of children, receive a tour of nursery and campus and be provided with information regarding nursery entitlement and holiday dates. Families are also provided with a nursery handbook which details the many ways in which they can be involved in their child's learning journey and the life of the nursery.

Home Visit and Settling-In

The Home Visit and Settling In policy is aimed at making your child's induction into nursery as happy as possible and to enable families to reach an understanding of the values, procedures and organisation of our nursery. We hope that it will provide you with the information you will need to work in partnership with us and that you find the information useful and informative.

It is essential that every new child should settle into the environment of the early years setting at a pace suitable to his/her own age/stage of development. The child should feel comfortable, secure, cared for and confident while enjoying their experience.

Aims

- For children to feel 'Safe, settled and valued'
- To ensure that children feel welcomed and at ease in their new surroundings, as quickly and seamlessly as possible.
- To maintain communication with families and be flexible to family needs and circumstances.
- Intake is staggered to allow children to settle in with adequate adult support.

What Will Happen at the Home Visit?

- The keyworker and member of SMT will come along and introduce themselves.
- They will provide you with some information about the nursery.
- With your permission, they will take photos to document your first visit, which they will share with your child in nursery and also take a photo of your child for their peg.
- Your keyworker will ask you to fill in a care plan and negotiate a settling in process with you.

Settling - In

At Cornton Nursery we have a settling in procedure which is flexible to the individual needs of the child. Parents/carers will be asked to stay with their child during the settling in process, however, time scales will be negotiated with keyworker based on the individual child. This process can often take around 2 weeks but in some cases can take longer.

First visit -The first visit can last up to 1 hour with parent/carer or significant adult accompanying their child or if appropriate the adult will be asked to leave the room. During this time parents/carers are asked to sit in the family room, however, **if you wish to leave you MUST be close by and contactable**. There will be an opportunity to meet the staff team within the playroom, have a play and become familiar with the environment. We encourage the first visit to be no longer than 1 hour in order to ensure a positive experience for the child and for it to not be overwhelming. This has a positive impact on the next stages of settling in as children remember nursery as a happy experience and look forward to returning.

Second Visit – This will be 1-2 hours, based on the individual child and the keyworkers professional judgement. As each settling in process is tailored to your individual child they may vary, however the team around the child will be here to support your child to transition positively into Cornton Nursery.

Moving Forward – Your child's keyworker will advise you on settling in going forward until they feel your child can positively access their full sessions/entitlement. As stated above, for your child to have a positive transition, we recommend a two week settling in process, which you must be contactable throughout in case your child becomes distress or upset at any point.

Funded Hours and Charges

Funded hours will start from the first day of the term a child becomes eligible. In order to help a child settle in and manage the transition from home to nursery, there will be a staggered intake over a few weeks at the start of each term. There is no charge for settling in sessions on a funded or part funded place. We will be as flexible as possible with settling in sessions to best meet individual needs and circumstances.

For children aged 0 - 3 years who are not entitled to a funded place, settling in will be agreed with the provider based on the child's individual needs. Children can take different times to settle and consideration will be given to supporting this. The first 5 sessions of settling in is free and any additional settling in sessions, up to 10 in total will only be charged on the basis of what is used, i.e. per hour rather than per session. A session is one 5 hour block.

Staff are very experienced and skilled in helping children settle, however, during the settling in period it is a requirement that a parent, or another nominated adult, aged 16 years or over, is available to collect a child earlier than the agreed settling in time on the rare occasion this may be necessary.

Policy updated August 2022