



## The Wye Nursery Policies and Procedures

### Settling in Procedure

**All children are unique and the amount of time that a child takes to settle into The Wye Nursery can vary enormously. Therefore, children will be given time to settle in at their own pace, to make them feel welcome, safe and confident in a new environment.**

- The initial settling in session will be shorter in time to familiarise the child with the new surroundings. This session is usually attended by the parents/carers who must bring the completed admission forms back to nursery if they haven't already done so. The Manager/ room supervisor will conduct this initial settling in session. Sessions in the room will continue in the normal way when a parent/carer is present as they should be of care received by all children in the nursery. In accordance with our Child protection policy, parents/carers are not left unsupervised with any children.
- The next settling session may increase in length slightly and the parent/carer will be encouraged to leave the child in our care if they are happy to do this. We understand that this can be a difficult time for both child and adult and we encourage the parent/carer to do what they think is best for their child whether this is to leave their child for the whole time or stay with their child for part of the time.
- Depending on the regular sessions the child is booked in to attend, settling in sessions times may vary to allow all routines to be introduced such as meal times and sleep times.
- A key person will be allocated to the child in accordance with our **Keyperson Policy**, and they will introduce themselves to the parents/carer in the settling in sessions. It will be the keyperson's role to settle the child into the setting and introduce them to other staff and children.
- Parents/carers of children who are finding it difficult to settle will be kept fully informed of their child's progress and consulted about different strategies to use. Parents/carers are welcome to telephone at any time to speak to a member of staff regarding their child.
- It is the managers discretion as to how many complimentary settling sessions a child can have to help to settle them into nursery. If parents/carers require more sessions than the manager feels the child needs, they will become payable at the hourly rate and this will be made known by the manager before any further settling sessions take place.