

10 Settling In Policy and Procedure

'Settling in period' is the time before a child joins Sticky Fingers when they can visit with their parents and stay for a while in order to get to know the staff, children and their new environment.

We want children to feel safe and happy in the absence of their parents, to recognise other adults as a source of authority, help to promote friendships and to be able to share with their parents afterwards the new learning experiences enjoyed here at Sticky Fingers.

In order to accomplish this, we will:

- Encourage parents to visit our nursery with their children during the weeks before an admission is planned. We encourage at least three visits before the first day (free of charge) The length of these visits can vary but should be agreed with the Nikki.
- Ask parents to complete an 'All About Me' form in order for us to receive as much information about each child before they start.
- Children will be shown around the area where they will be based and also where they will sleep, play, eat and hang their coat. Parents will be able to discuss any particular sleeping or eating habits their child has or any other individual needs they would like us to consider. This is also a good time to discuss how long the first few days will be, ideally the first few days should be shorter and planned so that the child is not the last one to be collected, as this can be upsetting for them.
- Introduce flexible admission procedures, if appropriate, to meet the individual needs of the children and families.
- Make clear to families from the outset that they will be supported in our Nursery for as long as it takes to settle their child.
- Reassure parents whose children seem to be taking a long time to settle in our Nursery.
- Parents are invited to telephone the room at any point during the day to check that all is well.
- Progress reports will be offered by the key carer when parents arrive to collect their child.
- Introduce new children into the Nursery on a staggered basis, for example two new children a day for a week rather than 10 new children all at once.

Children cannot play or learn successfully if they are anxious and unhappy. Our settling procedures aim to help parents to help their children to feel comfortable in our Nursery, to benefit from what it has to offer, and to be confident that their parents will return at the end of the session.