The Nursery team will work in partnership with parents/carers to settle the child into the Nursery environment.

After viewing and enrolling at Stebbing Green Day Nursery, (please see admissions procedures) each child will be assigned a key person and a back-up key person, and the family will be informed. The child’s key person will contact the family prior to settling, and arrangements will be made to conduct a home visit. We have a separate home visit policy. During a home visit, the key people will introduce themselves to the child and family and gather information from the family about the child’s interests and anything else that might help to ease a smooth transition into the setting. This will take no longer than an hour.

Following a home visit/contact with the family, arrangements will be made for the child to attend settling in sessions, at a mutually convenient time. We offer up to 3 hours free over an agreed period, however this normally works by a one hour settling in session with the parents present to talk through the child’s routine, likes and interests, and then a second visit normally 2 hours long allows the parent to drop their child off for a short time to explore their new environment and meet adults and peers. It can sometimes include a mealtime or snack.

During the stay and play session, we observe how comfortable the child seems and allow them time to build a relationship with their key person. These visits can be extended if the child takes slightly longer to settle and will be decided between the parent and the child’s key person. The days and times are agreed between the parents and nursery.

We encourage parents that they can call us to check on their child’s progress through the day. We can share tips about helping to settle your child into nursery if requested. If a child becomes very distressed during the settling in period and staff cannot comfort the child, we will call parents and suggest their child has a shorter session that day. We may also consider extending the settling process if appropriate.

This will allow the parent/carers to meet the key person and discuss the room routine and any important information. The Key person will support parents/ carers in guiding their child’s development at home.

No child will be taken on an outing unless completely settled.

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| This policy was adopted by: Stebbing Green Day Nursery | Date: May 2021 |
| To be reviewed: May 2022 | Signed: Terri Barnett |