

Settling in Policy and Procedure

At Townsend Montessori Nurseries Limited we aim for children to feel safe, stimulated and happy in the nursery and to feel secure and comfortable with all staff. We also want parents to have confidence in both their children's well-being and their role as active partners, with the child being able to benefit from what the nursery has to offer.

We aim to support parents and other carers to help their children settle quickly and easily by giving consideration to the individual needs and circumstances of each child and their families.

The nursery will work in partnership with parents to settle their child into the nursery environment by:

- Providing parents with relevant information regarding the policies and procedures of the nursery
- Encouraging the parents and children to visit the nursery during the weeks before an admission is planned
- Planning settling in visits and introductory sessions (lasting approximately 1 hour). These will be provided free of charge over a one or two week period dependent on individual needs, age and stage of development
- We encourage parents and carers to provide the nursery with photos of family members or special people in their lives to create a book which support's the child to settle into nursery, with familiar sites from home.
- Welcoming parents to stay with their child during the first few weeks until the child feels settled and the parents feel comfortable about leaving their child. Settling in visits and introductory sessions are key to a smooth transition and to ensure good communication and information sharing between staff and parents
- Reassuring parents throughout the settling in process
- Encouraging parents, where appropriate, to separate themselves from their children for brief periods at first, gradually building up to longer absences
- Allocating a key person to each child and his/her family, before he/she starts to attend. The key person welcomes and looks after the child ensuring that their care is tailored to meet their individual needs. He/she offers a settled relationship for the child and build a relationship with his/her parents during the settling in period, and throughout his/her time

at the nursery, to ensure the family has a familiar contact person to assist with the settling in process

- There will also be a named buddy key person who will take care of the child in the absence of the main key person.
- Reviewing the nominated key person if the child is bonding with another member of staff to ensure the child's needs are supported
- Provide each child with a named peg ready for their first settle session to ensure they feel welcomed to the setting
- Respecting the circumstances of all families, including those who are unable to stay for long periods of time in the nursery and reassure them of their child's progress towards settling in
- We use settling in visits and the first session at which a child attends to explain and complete with his/her parents the child's registration records.
- Following a child's first settle session unaccompanied by their carer a sheet will be shared detailing their time within the nursery
- Within the first four to six weeks of starting we discuss and work with the child's parents to create their child's record of achievement and provide the parent with a settling in report. After this time regular 'My Unique Stories' will be sent home.
- We welcome phone calls and emails from parents/carers throughout the day and also provide courtesy calls to inform parent/carers how their child/ren has settled.

This policy was adopted on	Date for review
20.12.19	December 2020