



Settling in Policy

Aim of the Policy

Green Roots Settling in Policy is in place to ensure a smooth transition from home to Centre life creating a positive experience for parent and child.

Green Roots works in close partnership with parents to facilitate the smooth settling in of children into the Centre.

- Prior to the first full day of attendance, arrangements will be made for two 'settling in' sessions at the Centre so that the child and parent/guardian can meet Centre Management, visit the room they will be based and the team in the room.
- The first settling in visit lasts around an hour and requires the parent to remain in the room. Parents/guardians don't need to bring anything along to the settle other than their child, as we have anything else they might need on site.
- During your first visit, further details relating to your child's individual needs will be taken by completing a Child Information Form and a Declaration of Consent Form, including medical, dietary and other relevant information and consents (or otherwise) for various things such as medical treatments, trips etc. and a New Roots form. We will also gain information about your child's current level of development by looking at the Early Years Foundation Stage together with your child's Key Person and recording what your child has achieved. If your child has previously attended another setting we ask that you bring any development records you have been given so your child's Key Person can also discuss and add this information.
- During the second settling in visit we encourage the parent/guardian to leave the child in the room on their own. Your child will spend time with their Key Person and take part in the activities. This visit typically lasts around an hour.
- Third and subsequent visits may be made prior to full attendance commencing. These can be either made in advance or agreed at the time if felt necessary. These additional settling in sessions can be booked as half days or full days and are chargeable at the usual rates.

Key Person System

Green Roots operate a Key person system, whereby each child has a designated team member who will take lead responsibility for the relationship between the family and Centre. The Key person is chosen during the child's settles, we can then find the most suitable person for the child and family, and who the child naturally attaches to.

The Key person provides a point of contact for parents however they do not have sole charge of the child and parents are free to discuss their child and their requirements with any team member. Whenever possible your child's Key person will meet your child's physiological needs, and they will always be met by a team member your child is familiar with.

Suggested Start Dates

Please note that when children attend nursery for the first time they may pick up illnesses more easily whilst their immune system improves. We therefore suggest you start nursery 3-4 weeks prior to your start back at work date. Children who attend nursery develop a very good immune system, which is widely reported in the media, to improve children's long-term development against illness when they are older.

For information about progressing from one base room to a new base room as your child grows up in the Centre, please refer to the Transition Policy.