

Settling in Policy

At Green Roots our aim is to work in partnership with parents to help them become familiar with the setting and offer a settled relationship for the child. We know children learn best when they are healthy, safe and secure, we build positive relationships with parents to ensure we can meet children's individual needs and help them settle quickly into nursery life.

All our staff know about the importance of building strong attachments with children. They are trained to recognise the different stages of attachment and use this knowledge to support children and families settling into the nursery.

Our settling in procedure includes:

- 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 builds 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
- Reviewing the nominated key person if the child is bonding with another member of staff to ensure the child's needs are supported
- Providing parents with relevant information about the policies and procedures of the nursery
- Prior to the first full day of attendance, arrangements will be made for two 'settling in' sessions at Green Roots so that the child and parent/guardian can meet Nursery Management, visit the room they will be based and the team in the room.
- Upon receiving the formal confirmation email detailing the child's start date and sessions, parents/guardians will be asked to complete and return a number of documents relating to the child's individual needs. These will include 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. We will also need to gain information about your child's current level of development which will be completed through Babysdays. A questionnaire will also be assigned to you on which should detail anything the key person should know about your child's routine, needs and preferences. 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.
- We plan tailored settling in visits and introductory sessions so that we can meet the child's and their families individual needs.

- We encourage parents/carers to send in family photos to display to help settle the child
- We can create photo books of the setting including photos of staff for the child to take home and share with their parent/carers and become familiar with the staff and new environment if necessary.
- Usually, the first settling in session lasts around an hour and it would be most beneficial for the parent/guardian to remain at Green Roots. Parents can come into the room with their child however we have found that for most children if from the start they spend time in the Key Persons care, with Parents on hand if needed, they settle into their new environment and being cared for by their Key Person quickly. Please bring your child's Birth Certificate or Passport to the settle for us to take a photocopy. Parents/guardians only need to bring specific items the child may need during the settle, as we have anything else they might need on site.
- Usually 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.
- We Assign a buddy/back-up key person to each child in case the key person is not available. Parents are made aware of this to support the settling process and attachment
- We reassure parents whose children seem to take a little longer to settle in and develop a plan with them, for example shorter days, where possible
- We provide regular updates and photos of the children settling
- We will not take a child on an outing from the nursery until he/she is completely settled.

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 nursery, please refer to the Transition Policy.