

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
- Upon receiving the formal confirmation email detailing the child's start date and sessions, parents/guardians will be asked to register with the Family app and input specific details regarding the child and family. If your child requires medication, has a special dietary request and/or any other relevant information, separate forms will be completed for this. We will also need to gain information about your child's current level of development which will be completed through Family, along with permission requests relating to things such as medical treatments, trips etc. Your key person will call you prior to your child's start date to discuss details surrounding 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 welcome parents to stay with their child, if necessary during the first few sessions until the child feels settled and the parents feel comfortable about leaving 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. It may be necessary for the child to start their session at 9am instead of 8am and for the duration of their session to be shorter and increased over time as the child becomes more settled.

- 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.
- 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.

Number of sessions

We do not enforce a minimum number of sessions per week, however we recommend your child attends Green Roots at least twice a week to ensure their visit to Green Roots becomes part of their regular routine. In our experience children who only attend once a week can sometimes find it difficult to settle. If this becomes the situation we will discuss with you increasing the number of sessions your child attends until they have settled in.