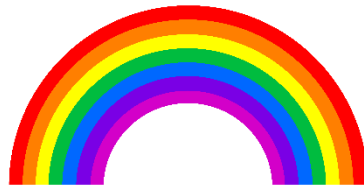


The Village Nursery Bellingdon Ltd



“Building a firm foundation”

Settling In Nursery Policy

Statement of Intent

It is our intention to make the Nursery a safe, stimulation and happy environment for the children. We want them to feel safe, secure and comfortable with the staff and we want parents/ carers to have confidence in both their children's well-being and their role as active partners with the Nursery.

Aim

We aim to make the Nursery a welcome place when children settle quickly and easily because consideration has been given to the individual needs and circumstances of children and their families.

Procedure

In order to achieve this aim we operate the following:

1. Before a child starts to attend the Nursery we use a variety of ways to provide his/ her parents/ carers with information. These include written information, displays about nursery activities, telephone conversations and visits to the Nursery.
2. During the half-term before a child starts, we provide opportunities for the child and his/ her parents/ carers to visit the Nursery.
3. When a child starts to attend, we work with his/ her parents/ carers to decide the best way to help the child settle into Nursery.
4. We allocate two key persons to each child and his/ her family and they welcome the child and look after the child during the start of their time with the Nursery and onwards.
5. We use stay and play visits and the first session at which a child attends to explain and complete with his/ her parents/ carers the child's registration records.
6. Younger children may take longer to settle and for this reason we ask parents to be flexible during their first few sessions. We may ask parents to leave their child for a shorter amount of time to begin with as the child adjust, gradually extending until the full session. Specific guidelines and tips for settling in will be provided (see attached).

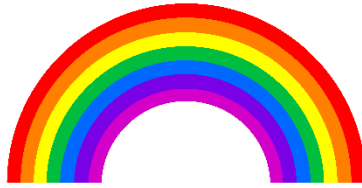
7. We will remain in contact with parents/ carers to reassure them that their child is happy and content.

This policy was adopted by the Village Nursery on 1st May 2025 and will be reviewed every 12 months.

Signed on behalf of the nursery

This policy was reviewed on:

The Village Nursery Bellingdon Ltd



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Guidelines and tips for parents/ carers when settling in their child

It is normal for children to be anxious or upset with they start nursery for the first time. It is a big step in their lives, and they have a lot to get used to, new people and new surroundings. It is also normal for their parents/ carers to feel anxious too.

There are a few things that you can do to help your child on their way.

Introductions

Bring your child to visit the Nursery, where we will show you around and your child can see what the Nursery looks like and meet their key worker.

We can arrange a home visit so your child can meet his or her key workers in an environment that they are already secure in if this is preferred.

Your child will be allocated two key workers who we believe can ensure their every need is met. It is important that we build positive and strong relationships to ensure that your child can feel secure and happy. We want your child to feel like they are going to see their favourite auntie.

You can visit as many times as you like and during this time your child's key worker will play with your child while you are in sight. After a while you could try popping to another room to collect something, only gone for one minute. Your child needs to learn that although you have gone out of sight, you do come back. We will gradually build up until you can be out of the room for 5 minutes with your child still playing happily with their key worker. This does sound time consuming, but it is so important that we get it right first time.

First days

It is a good idea to start your child off with a few short sessions and to stay with your child. Once your child feels comfortable with their key worker you could try to leave them for a while. This can take a few attempts. Once they are happy with this, just increase the time a little until they are happy to stay for the session. Again, this does sound time consuming, but it is so important.