



FAIRLANDS DAY NURSERY, CHURCH ROAD, SHEDFIELD, SOUTHAMPTON,
HAMPSHIRE, SO32 2HY.

TEL: 01329 834848

admin@fairlandsnurseryschool.co.uk

Settling-in Policy

Statement of intent

At Fairland's we encourage children to feel safe, stimulated and happy and to feel secure and comfortable with staff; using the Key Person approach. We would like parents to have confidence in both their children's well being and their own role as active partners within the setting.

Aim

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

Methods

In order to help children settle comfortably in our setting we use the following procedure:

- Before a child starts to attend the setting, we use a variety of ways to provide his/her parents with information. These include written information such as our registration pack and policies.
- We also provide an informal Toddler Group for parents and children to attend.
- We allocate a Key Person to each child and his/her family before she/he starts to attend; the Key Person welcomes and looks after the child and his/her parents at the child's first session and during the settling-in process.
- We use show rounds and taster sessions to explain and complete with his/her parents the child's registration records.
- When a child starts to attend, we explain the process of settling-in with his/her parents and jointly decide on the best way to help the child to settle into the setting.
- Younger children can take longer to settle in, as will children who have not previously spent time away from home. Children who have had a period of absence may also need their parent to be on hand to re-settle them.
- We considered a child to be settled when they have formed a relationship with their Key Person; for example the child looks for the Key Person when he/she arrives, goes to them for comfort, and seems pleased to be with them. The child is also familiar with where things are and is pleased to see other children and participate in activities.

- If a child or parent does not form a relationship with their allocated Key Person we are happy to change them.
- When parents leave, we ask them to say goodbye to their child and explain that they will be coming back, and when.
- We reserve the right not to accept a child into the setting without a parent or carer if the child finds it distressing to be left.

This policy was adopted at Fairland's Day Nursery on

.....

Signed on behalf of the Management Committee/ Proprietor

.....

Role of signatory (e.g. chairperson etc.)

.....

This policy was amended on

.....(date)

.....(date)

.....(date)