



## SETTLING CHILDREN INTO NURSERY POLICY

### RATIONALE

It is essential that every new child should settle into the environment of the early years centre at a pace suitable to his/her own age/stage of development. The child should feel comfortable, cared for and confident while enjoying the whole experience.

### AIM

The aim of Killermont Primary Nursery Class is to ensure that staff recognise the importance of a carefully planned induction for all new entrants and their carers.

### OUTCOMES

- The child and parent/carer are welcomed into the early years centre
- An induction programme is in place for all children new to nursery
- The child and parent/carer are allocated a key worker
- The child is familiar with the nursery routines e.g. toilets, overalls, returning resources, numbers of children allowed in areas at any one time
- The child is helped to develop strategies for keeping safe
- The parent/carer and child are aware of acceptable behaviour within the early years centre
- Parents/carers have an opportunity to review how their child has settled into nursery
- The parent/carer has access to information e.g. early years centre handbook, website, newsletters and notice boards for curriculum and general information

### PROCEDURES

#### Children Beginning Nursery

Children and their parents/carers are invited to visit the nursery for a 'settling' session. This is usually in the term before the child begins. A member of the nursery team will collect relevant information from the parents to assist in the induction and settling process and the children are encouraged to take a full part in the nursery session. Children and their parents/carers are introduced to the nursery teacher, the child's key worker and informed about nursery routines. Prior to the visit, parents are issued with various administration forms to complete as well as a nursery handbook.

Staff will agree the best settling procedures with the parent/carer in consultation with parents/carers. Most children settle immediately and stay for the full session from the outset. Some children require more support to make the transition to nursery a positive experience for them. Settling strategies may include eg initially staying for shorter part of a session, initially attending less sessions of the week, parent/carer staying for some of the time until the child is more confident staying on his/her own. Staff will constantly review settling progress and discuss next steps with parents/carers.

#### Daily Welcoming of Children

A member of the nursery team welcomes children and parents/carers at the nursery door. Parents/carers should then assist their child in the cloakroom, promoting as much independence as possible when changing. There are individual pegs for coats and individual shoe boxes for outdoor shoes. The pegs and shoe boxes are labelled with the child's name (coded by group colour).

When children enter the nursery classroom, they are welcomed by their key worker and select their name badge. Parents/carers sign the group register, indicating who will be collecting the child. Children are then encouraged to have a time of free play. Occasionally, children may need the support of the key worker or parent/carer to settle and subsequently select an activity they feel comfortable with. Children are able to mix with all children in the nursery.

#### Sharing Information

Parents are also invited to nursery for a 'Play and Share' session twice a year (November and May). In advance of this, Learning Journey folders are sent home for parents/carers to discuss with their child. Learning Journey folders are available at any time for parents to see.

Should any parent/carer wish to discuss the progress of their child or observe their child in nursery, they should seek a mutually convenient time when staff would be available to talk.

General information is available from the various notice boards, the Killermont website, leaflets displayed in cloakroom and letters/newsletters sent home.

<b>Senior Staff</b>
<ul style="list-style-type: none"> <li>• Ensure all staff follow the settling in procedures</li> <li>• Monitor the success of the settling in process</li> </ul>
<b>Staff</b>
<ul style="list-style-type: none"> <li>• Create a welcoming environment for child parent/carer</li> <li>• Work as a team settling all children but have a specific remit for each child assigned to their group</li> <li>• Ensure routines in the centre are risk assessed</li> <li>• Ensure the centre is promoting positive behaviour at all times</li> <li>• Ensure that up to date information is always available and accessible to all parents/carers</li> <li>• Respond appropriately, and are sensitive to each child/parent/carer</li> </ul>

## RESOURCES

<i>The Child at the Centre National Care Standard</i>	<i>Policy Documents for Day Nursery and Nursery Units – First &amp; Best Publications EDC Health and Safety Policy</i>
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## CROSS-REFERENCES:

The Child at the Centre	5.1
National Care Standards	1.1

In our centre responsibility for implementing this policy is:	
First Draft	Date: 17 September 2003
Consultation with Early Years Community	Date: 23 September 2003
The policy was created on:	Date: 13 February 2004
The policy was reviewed on:	Date: 27 September 2018
Due for review on (not more than 3 years):	Date: 2021/2022