



## SETTLING IN POLICY

**Purpose:** To set out the agreed principles for settling in children at Orange Seeds Nursery.

**Definitions:**

*Settling In:* To become familiar with somewhere new, such as a new house or school and to feel comfortable and happy there.

**Policy Statement and Procedures:**

Children develop in individual ways and at varying rates and that is why, at Orange Seeds, we offer a settling in procedure that is flexible to meet those needs.

Friendships and relationships are an important part of a child's development. At Orange Seeds, every interaction is based on caring professional relationships and respectful acknowledgement of the feelings of children and their families. We are aware that many factors will influence the sociability of children. They may feel tired or stressed, or they may be trying to communicate in more than one language.

Children need to feel safe, stimulated and happy to develop and grow socially, emotionally and physically. They need to feel secure and comfortable with our practitioners at the center of providing this. We also want parents to have confidence in both their children's well being and their role as active partners within the center. Children feel a sense of belonging in the setting when their parents are also involved in it.

**Aim**

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

**Methods**

- Before a child starts to attend nursery, we use a variety of ways to provide the child's parents/carers with information. These include written information (policies, forms, calendar, website, social media accounts) and an invitation to visit Orange Seeds for a tour of the premises and to spend a short session in the nursery with their child.



- During the first tour and discussion, the facility is shown to the parents and children, questions are answered, discussions regarding the child's routine and settling in are conducted and assessments are assigned (if needed).
- Parents are provided with an 'All About Me' form to write down information regarding their child's needs and any special instructions to comfort the child should they become distressed. When a child starts to attend, we work with the child's parents/carers to decide on the best way to help the child settle at the center.
- You may also attend an induction or open day, where the manager gives a full presentation and all the staff are introduced. Our most crucial policies may be explained and a question and answer session may take place. Parents will then have a chance to go to their child's class and meet the teacher and their team.
- We aim to ensure your child's introduction to our setting is as stress free as possible. Once a place has been offered, we aim to achieve this by inviting you and your child to visit the center prior to your child's official start date (if you haven't done so already). This helps to familiarize your child with the center, the staff and the other children, and provides the opportunity to give your journey a trial run.
- The team work hard to get to know all the children well, so that when any team member is unavailable there is always a familiar and trusted person who knows the child.
- A child who is tense or unhappy will not be able to play or learn properly, so it is important for parents/carers and staff to work together to help the child feel confident and secure. This takes longer for some children and parents/carers should not feel worried if their child takes a while to settle. You must be prepared to accept that it may take some time for your child to adjust to the Orange Seeds setting, but very few children fail to settle eventually. We find that staying with your child and then leaving him/her for short, regular, periods eases the separation process. Please remember, the more your child comes and experiences the activities on offer and sees you interacting with the staff, the more settled she/he will feel.

## SETTLING IN PROCEDURE

Day 1: 8:00 am - 9:00 am

You will be invited to accompany your child and spend **no more than 10 minutes together** in their classroom with the other staff and children. After this, we suggest you tell your child that you're stepping out for a little while and then leave your child on his/her own in the class, with his/her allocated key person to spend another **45 minutes – 1 hour without you**. This is normally enough on their first day.



Day 2: 8:00 am -9:00 am

On day 2, we advise you to do the same. All being well, you will be encouraged to **leave your child on their own again for 1 hour – 1 hour, 15 minutes**. The second day is often harder than the first as your child may now realize that you are going to leave -don't be disheartened by this, it's very normal.

Day 3: 8:00 am onwards

By day 3, your child may be ready to stay by him/herself for **1-2 hours**, depending on his/her response to the new environment and the advice of their supervisor. Do not be concerned if your child isn't ready for this: some children arrive on day 1 as if they have been coming to the nursery for years, but others will take a little longer to settle in.

Day 4: 8:00 am onwards

By day 4 your child should be ready to spend **2 hours or more** without you being present. The initial 10 minutes of your presence at drop off time may also not be necessary.

Day 5: 8:00 am onwards

By day 5 your child should be settled and comfortable with the **2 hour visit**. For older children, it is possible, that they may be eligible to stay for the **entire 4 and half hours (8am – 12:30pm.)**

If you have registered your child for less than 5 days, we aim to give the opportunity for you to bring him/her in for short sessions every day during the first week to encourage their understanding of the routine.

We treat each child according to his/her needs. If your child is distressed, we adjust the hours until the child arrives and leaves happily.

*A signed understanding of this policy will be kept at the nursery.*

Date of Review: April 2019

Date of Next review: April 2020



## SETTLING IN POLICY DECLARATION

I \_\_\_\_\_ the parent of \_\_\_\_\_

confirm that I have read and acknowledged the Settling In Policy and will abide by this

Parent's

Signature: \_\_\_\_\_ Date: \_\_\_\_\_