

SETTLING IN POLICY

Purpose: To set 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.

Statement of Intent

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 the child. 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 the practitioners at the centre. We also want parents to have confidence in both their children's well being and their role as active partners within the centre. 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 the day care/nursery, we use a variety of ways to provide the child's parents/carers with information. These include written information (website and parent handbook) and an invitation to visit Orange Seeds for a tour of the premises and to spend part or whole of a session 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' page 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 centre.
- You may also attend an induction or open day, where the director and/or head teacher gives a full presentation and all the teachers and staff are introduced. Our policies are explained and a question and answer session takes place. Parents then have a chance to go to the child's class and meet the teacher and the 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 centre prior to your child's official start date (if they haven't done so already). This helps to familiarize your child with the centre, the staff and the other children, and provides the opportunity to give your journey a trial run.
- During the child's first official visit after registration, the child is introduced to the class and team at Orange Seeds. The team is trained to give children the reassurance to feel safe and cared for and to build relationships with parents. The teacher helps the child to become familiar with the setting and to feel confident and safe within it.
- 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 in the group. 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 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

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| Day 1: 8:00 am - 9:00 am | You will be invited to accompany your child and spend 15-30 minutes together in the nursery setting. After this, we suggest you leave your child on his/her own in the class to spend another 30-45 minutes 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 spend a maximum of 15 minutes together in the nursery setting. All being well, you will be encouraged to leave your child on their own again for another 30-45 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 hour or more, within the morning session and be collected after 1-2 hours , depending on his response to the new environment and the advice of the teacher. 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 a maximum of 2 hours without you being present. The initial 15 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 . |

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

AMENDMENT FOR SETTLING IN PROCEDURES

Post Covid, we have amended the settling in procedures, to ensure that the child may have a safe and easy “settling in” to the new environment. We believe that it is essential for the child’s well-being to have an idea of his new class, the play area, washroom and the adults who will be his primary care givers at the nursery. In order to facilitate this during these difficult and challenging times, we have planned to settle the children in the following ways:

- **Pre-recorded orientation video:** A pre-recorded video of the class, led by the teacher, and supported by the assisting team will be sent after the child has registered at the nursery. The video will show the team giving the child a tour of the class and the different areas the child will be using, such as the reading corner, role play area, art area, hands on activity area, play area, storage cubbies, toilets, hand washing spaces and lunch bag storage area. The team will also speak a few words about themselves, in order to introduce themselves to the parents as well. Since this will be a pre-recorded session, uploaded on the communication app, the children can watch it at their own time and it can be watched several times to develop the familiarity.
- **Face to face orientation:** This will be a tour of the facility, with the registered child, outside of nursery hours, as in, when none of the staff are present. The manager/assistant manager will be available to receive the parents with the child, and as take them around the facility, ensuring that all the protocols of safety and social distancing are followed. The booking for this tour will have to be made, in advance, for one child at each time, and not exceed a duration of 30 minutes. The days and time slots available will be communicated to the parents, via the app, and all time slots must be respected by both management and parents. **Only one member from the management team will be present for this meeting.**
- **Live Zoom call:** In the event, that the child is ready for /eligible to a live zoom call with the teacher, the time slot for the live call will be booked in advance and the link will be shared with the parents. The time slot will be given for after classroom hours, between 1 and 2 pm, on a weekday. In the case of a special time slot request, for afternoon or evening hours, the request has to be placed two days in advance, in order to ensure suitable planning.
- **Parent Induction:** Once the child has been registered, the parents will be sent an Induction Pack and Parent Handbook document, that will include all the information necessary for them to understand the policies, procedures and regulations. Information on how to use the Family communication App will also be shared in this induction pack.

Please note: Amendments to existing polices, will be shown at the end of each policy document.

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



SETTLING IN POLICY DECLARATION

I _____ the parent of _____ confirm that

I have read and acknowledged the settling in procedure and will abide with the rules.

Parent's Signature: _____ Date: _____