

# WESTMILL NURSERY

## SETTLING-IN POLICY

### Statement of intent

Westmill Nursery want children to feel safe, stimulated and happy in the Nursery and to feel secure and comfortable with staff. We also want parents 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 where children settle quickly and easily because consideration has been given to the individual needs and circumstances of children and their families.

In order to achieve these aims, we operate the following Settling-in policy:

- Before a child starts to attend the Nursery, we use a variety of ways to provide his/her parents with information. These include written information (including our prospectus, newsletters and policies), displays about activities, information days and individual meetings with parents.
- We encourage parents/carers to visit the Nursery with their children during the weeks before admission is planned.
- We are flexible over admission dates, to meet the needs of individual children and families.
- We make it clear to families that support will be given for as long as is necessary for their child to settle with us.
- An individual 'settling-in' plan will be completed by staff and parents; giving details of the child's personality, their likes/dislikes, progress made and ideas to help the smooth transition. This form will be shared with parents during each of the initial visits.
- We provide reassurance and helpful strategies to families whose children seem to be taking a long time to settle.
- We help children to feel comfortable at the Nursery, to benefit from the activities provided and to feel confident that their parents/carers will return at the end of the session.

The policy was modified and adopted on (date): .....

Review Date: .....

Signed: (member of staff representing the group): .....

Role of signatory: .....