



Settling Policy and Procedure

Introduction

Parents/carers are required to attend at least three settling in sessions prior to their child's start date at nursery. These sessions should be booked at least two weeks in advance of the start date.

Settling in sessions

Although we are flexible to children, parent/carers need, we would prefer it if settling in times were kept between 9:30 am – 10:30 am and 2:30pm – 4:00 pm. This is because we find it is the perfect time to free a member of staff up to help support your child.

We require parents/carers to stay with their child in the nursery premises for their first settling in session. This gives both staff and parents/carers the opportunity to talk and ask questions, seek information, and start to get to know each other.

Role of staff

- Staff will warmly welcome the child and parent/carer to the room
- Staff will introduce themselves to the child and parent/carer
- Staff will explain to the parent/carer the activity that is taking place whilst the settling child is there and ask the parent/carer if their child would like to participate
- Staff will establish a rapport with the parent by putting them at ease by informally explaining the routine here at the nursery including the key person system, Early Years Foundation Stage activities and experiences we provide for the children, lunch/tea and snack times, drinks, nappy changes and what needs to be provided by the parent/carer
- Your child's key person will be introduced to you during your first settling in session and the key person system explained

- The staff will ask the parent/carer about the child's routine at home and ask them to complete a 'all about me form'. This form will be kept in the child's progress folder.
- We require that information regarding allergies and special requirements are shared with the staff. It is imperative that this information is common knowledge to safely look after your child
- Staff are to inform the parents/carers that we do allow children to have comforters in nursery as a transitional object to help them settle
- Staff will inform the parent/carers that we only administer prescribed medication to children
- Staff will ask if there are any likes or dislikes the child may have, which may help the child to settle
- Staff will inform the parent/carer that there is a copy of the nursery's policies and procedures that they can view at their leisure
- There is a comments and suggestions book for parents/carers to use, located in the reception area
- The staff will ask the parent/carer if there are any questions that they would like to ask
- Any queries regarding fees or any changes to sessions should be directed to the manager or deputy manager

Settling-in Procedure

First day – parents are asked to bring in proof of child identification

- Birth certificate
- Child Immunization Red Book
- 2 proofs of address with mother or father name on it. This documentation is then stored in a lockable cabinet.

Example of settling times

First day	1 hours	10.00 - 11.00 am parent stays with child
Second day	2 hours	9.30 - 11.30 am covers lunch time. Parents are asked to leave then return.
Third day	3 hours	10:00 - 1.00pm Covers lunch & Sleep time. Parents are asked to leave then return.
Fourth day If needed	4 hours	10:00 - 2.00pm Parents are asked to leave this until 2.00pm.
		Rest

Third day – Some children may be ready to stay by themselves for a longer period of the day. Staff may agree to do the same procedure as the previous day. This will all depend on the child. For the rest of the week, we recommend that your child stays for a mealtime/ sleep and to have a bottle (depending on their age) so they get used to the nursery staff; feeding them, putting them down for a sleep etc.

This settling session is an example as some children may need longer than others and some will arrive on their first day like they have been here before, we will let the child take the lead of how many sessions they will need. In the event of settling in, if Bright Gems Nursery through assessment evaluate that the child will need a one-to-one support, parents of the child will have to stay in during the

time the child is in the nursery till a one-to-one support is available to safeguard children and everybody.

It can be a stressful time for a child and for the parents/careers when first leaving your child at nursery. You as a parent are more than welcome to come and talk to the Manger/Staff about how you are feeling about leaving your child and we can give you any help or advice. The more your child sees you, the parent/carer having positive interaction with the staff the more the child comes to the nursery feeling more settled.

Information parents need to know

Before you start you need to:

- Give a complete registration form including activities and emergency sheets (£35 registration fee applies)
- Copy of birth certificates
- Two proofs of address from parents
- Child's immunization (red book)
- Your registration fees and deposits

When you bring your child to nursery you will need:

- Spare clothes (**A complete set including socks and underwear**)
- Nappies and wipes (**if it applies to you**)
- Milk powder for babies (**if it applies to you**)
- Food for babies (**if it applies to you**)
- Bottles, beakers for babies (**if applies to you**)

You will need to know that:

- Nursery opens at 8:00am

- If you are **mornings** only, your time is **8:00am – 1.00pm (Breakfast and lunch are provided)**
- If you are **afternoons** only, your time is **1.00pm – 6.00pm (Tea and Snacks are provided)**
- Nursery closes at 6.00pm
- Breakfast finishes at 8.45am
- Children are not to come into the setting with sweets, crisps, chewing gum or fizzy drinks.
- **No jewelry, no beads in hair, no toys** nursery will not be accountable for them if they get lost **(unless requested)**
- **Nursery closes 3 days in a year for inset day**
- If you are going to be late, or you will not be bringing your child to nursery, you will need to ring the nursery as soon as you are able to.
- If someone other than yourself is going to pick up your child, you need to let the nursery know beforehand or as soon as you are able. You must provide them and the nursery with a password plus they may need an I D which will need to be provided to them when collecting your child.
- If your child is ill, please do not bring them into the nursery, they may make other children ill too.
- If they become ill at the nursery (temperature, vomiting or diarrhea). You will be called to come and collect your child. Child will also stay home for 48 hours
- If your child is medicated (**antibiotics**) you will need to keep them at home for 48 hours, (depending on the symptoms), to let medication work. **You must** bring your child in the appropriate clothing for the weather.
- If you are late in collecting your child, and we cannot reach you, social service will be called after 6.15pm to inform them of lateness (please see policy on left children). Please note late fees are charged after 6:00pm its 1 pound per minute

- You will not be able to accrue a debt. If you do your place will be suspended, so you do not incur any more debt. You will have to clear the outstanding fee, before resuming your place. Please pay your fees at the beginning of the week (if you pay weekly), if you are paying monthly, then you will need to be paying the month advance.
- **You will need to give the nursery at least two weeks' notice if you are terminating your child's place.**
- Always speak to your child's keyworker or manager if you have any concerns. If you require more time, you can make an appointment to see any of the nursery staff.

These points are designed to support a gentle transition for young children and families attending the nursery and the smooth running of the setting. If you have any queries, concerns, complaints, please see the nursery manager.

Review

This policy will be reviewed on a regular basis and updated as required.

This policy was updated on: 06/04/22

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(Nursery Manager)