

SETTLING IN POLICY

POLICY STATEMENT:

When the Nursery accepts a child into its care it has the responsibility to help both parents and children feel secure, happy and comfortable with their carers in their new environment. Happy Dayz Nursery will promote warm relationships, self-esteem, independence and confidence for children in a nurturing atmosphere. Communication is positive and encouraging, children are valued and listened too.

HOW POLICY WILL BE IMPLEMENTED (Specific Policies & Procedures):

- To aid transition into the Nursery setting we will arrange a settling in session for parent and child to attend the Nursery together before the child starts at Happy Dayz Nursery.
- This session usually takes place the week before the child starts their daily sessions at Happy Dayz Nursery. During the settling in sessions staff will fill out a settling form with parents regarding all information about the child. E.g. nappies and cream used, dietary requirements, milk formula used, comforters needed etc.
- This gives parents a chance to chat to staff about any worries they may have or any questions they would like to ask.
- This session gives the child time to get to know staff and become confident in their new environment before attending their daily sessions.
- During settling in sessions, children are encouraged to bring comforters in from home e.g., small soft toy, blanket etc.
- The settling in period will be individual to each child and their family. The process may be longer or shorter depending on the individual child.
- Parents/carers are made aware of their responsibilities and understand their contribution when settling in their child and the benefits of the procedure.
- Parents will not be charged for these sessions.
- The key message is that the parents will know when their child is ready to take further steps within the settling in process. It is also important to remember that the staff are here to help with this process in any way we can.
- Parents/carers will be provided with a welcome handbook containing policies, procedures and information regarding the daily running and set up of the Nursery.
- Parents can contact staff via the app or telephone, through the Nursery Day if they would like to know how their child is doing.
- Staff will always send a daily message and photographs via the Family App of their child to reassure the parent that their child is settled.
- Each child will be allocated a key worker on entry to the Nursery to aid children in settling into their new environment and routine.
- If a child becomes extremely distressed, the parents will be contacted and the settling in will be reviewed for the wellbeing of the child.

Date policy reviewed: 18.9.25

Policy reviewed by: Natasha Adams and Emma Johns

Date of next review: Before Sept 2026