

Nursery & Pre-School

SETTLING IN POLICY

Policy Statement

At Bushey Gan Nursery & Pre-School we endeavour to make the 'settling in' process as quick and comfortable as possible, for both your child and yourself. We want the children to feel safe, stimulated & happy and to feel secure and comfortable with our staff. We also want parents/carers to have confidence in both their child's well-being, and their role as active partners with our setting.

Children develop in individual ways and at varying paces, and that is why we offer a settling in procedure that is flexible to meet every child's needs.

We make our nursery a welcoming place where children settle quickly and easily because consideration has been given to the individual needs and circumstances of the children and their families.

Children cannot play or learn successfully if they are anxious and unhappy. Our settling procedures aim to help parents to help their children to feel comfortable in our nursery, to benefit from what it has to offer, and to be confident that their parents will return at the end of the session/day.

Aim

- To make the children feel happy and secure in their new environment
- To make the children feel confident to explore and experiment in the physical environment
- To help the children to develop independence in the new environment and freely access all of the resources
- To support the children to develop positive relationships with both the adults and other children in the setting
- To help the children to communicate their needs to others in an appropriate way
- To promote appropriate behaviour, with clear expectations and positive reinforcements
- To work in partnership with parents/carers with regard to the children's learning
- To support and build upon the child's prior experiences and knowledge gained in their home environment

Procedures

- Before your child starts at Bushey Gan, we use a variety of ways to provide parent/carers with information. These include written information and the opportunity to attend pre-start sessions, during which time the parent/carer stays. This will last around 30- 60 minutes, and is a time to share further information before starting. You will also be able to meet your child's class teachers, and meet other parents and

children starting. The children are encouraged to take part in the session and have fun

- We ask that all the relevant forms you receive prior to your child starting with us are completed and returned to us as soon as possible. The information you provide to us about your child will help us to get to know them and settle them calmly, especially the 'all about me' document
- We may offer a home visit if we feel that this is necessary or if requested by you
- We operate a key person system, and as such, all children are allocated their own key teacher who will be instrumental in helping to settle every child into the setting. Whilst all staff work with all of the children, the key person will be responsible for maintaining regular observations and assessments of the child, which will be shared with the parents/carers on Tapestry, our online learning journal system
- Our staff are all very conscious of the new children throughout the morning session, and they ensure that they are not left alone to feel lost or insecure at any time
- We are responsive and flexible by taking into account the individual needs of the children and their parents/carers
- Whilst most children settle fairly quickly, there are some who require more support to make the transition positive. Individual settling strategies will be implemented for these children, which may include them staying for shorter sessions until they are settled
- Younger children may take longer to settle in, as may children who have not previously spent time away from home
- It is important to remember that each child is an individual and will settle in their own time, and no two children are the same, especially siblings
- We recognise that some children will settle more readily than others but that some children who appear to settle rapidly are not ready to be left. We expect that the parent will honour the commitment to stay for the appropriate settling sessions
- Children who have had a period of absence from Gan may also need their parents to be on hand to re-settle them
- Staff will constantly review each child's settling progress, and discuss next steps with parents/carers
- We will not allow any child to become too distressed before calling a parent/carer, and ask that you remain local so that you can get back to us quickly, should this be required
- We ask that parents/carers be guided by the advice given by the experienced staff during their child's settling in process
- If we feel that a parent/ carer should stay for a while or remain in the building but out of sight, we will let you know
- When parents leave, we ask them to say goodbye to their child and explain that they will be coming back
- Parents/carers should assist their child in hanging up their coat and bag on their own individual peg. The pegs are labelled with the child's name
- A member of staff will always welcome the children and parents/carers at each class door, and encourage the children to self-register

- No child will be able to stay for early bird, lunch or an afternoon session before being well settled in the morning session, unless there is prior agreement with the parent/carer
- We reserve the right not to accept a child into the setting without a parent or carer present, if the child finds it distressing to be left. This is especially the case with very young children
- We reserve the right to delay the start of a child if we feel that they are not ready for the pre-school environment
- We encourage parents to promote independence and allow their child to walk into Gan and not be carried in
- Throughout their time with us we discuss and work with the child's parent/carer to create their child's Learning Journal

Saplings Class

It is possible that new starters may have a staggered start time in the first week; first or second part of the morning session, in order to allow more teachers to settle a new large group of children. You will be informed of this arrangement by letter prior to your child starting.

Your child's first three sessions will be their settling in period with the first session being approximately half an hour with a parent/carer staying with them. You may then be asked to leave your child for a subsequent ½ hour. We aim that your child's second session will be for longer without you, and that the third will then be further extended.

It is better for your child to leave us wanting more having had a shorter morning initially.

Elm and Oak Classes

Your child's first session will last for one and a half hours; we then expect that their session will be a full morning. If your child will be staying for Early Bird, lunch or afternoon sessions, these will commence once your child is well settled at Nursery.

Early Bird and Lunch/Afternoon Sessions

If you wish to extend your child's day with us, they must initially be fully happy and settled in the morning session.

If you wish your child to stay at nursery until 3pm or 4pm, we will ask you to slowly extend the afternoon if we feel that this would be beneficial for your child.

PLEASE NOTE

- **PLEASE BE ON TIME FOR COLLECTION - A WAITING CHILD IS AN ANXIOUS CHILD**
- ***We understand that as a parent it is very hard to hear your child upset or crying. Our experience has taught us that if there are tears, they don't last for very long, and when the parent/ carer leave, the child usually calms down.***
- ***WE WILL ALWAYS DO WHAT IS BEST FOR YOUR CHILD***