

EMMANUEL CHURCH NURSERY SCHOOL

SETTLING- IN POLICY

Statement of intent

We want children to feel safe, stimulated and happy in the pre-school and to feel secure and comfortable with the staff. We also want the parents to have confidence in both their children's well being and their role as active partners with the pre-school.

Aim

We aim to make the pre-school a welcoming place 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 pre-school, we use a variety of ways to provide his/her parents with information. These include written information, displays about pre-school activities, individual meetings with parents and the opportunity for parents and their child to come into nursery to take part in a day's activities.
- During the half term before a child is enrolled, we provide opportunities for the child and his/her parents to visit the pre-school.
- We allocate a key person to each child and his/her family before she/he starts to attend; the key person welcomes and looks after the child and his/her parents at the child's first session and during the settling-in process.
- We use pre-start visits and the first session at which a child attends to explain and complete with his/her parents the child's registration records.
- When a child starts to attend, we explain the process of settling-in with his/her parents and jointly decide on the best way to help the child to settle into the setting.
- We have an expectation that the parent, carer or close relative, will stay for gradually reducing periods of time during the first week, until the child is happy to be left for the entire session.
- Younger children will take longer to settle in, as will children who have not previously spent time away from home. Children who have had a period of absence may also need their parent to be on hand to re-settle them.
- We judge a child to be settled when they have formed a relationship with their key person; for example the child looks for the key person when he/she arrives, goes to them for comfort, and seems pleased to be with them. The child is also familiar with where things are and is pleased to see other children and participate in activities.
- When parents leave, we ask them to say goodbye to their child and explain that they will be coming back and when.

- 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, so we expect that the parent will honour the commitment to stay for at least the first week.
- We do not believe that leaving a child to cry will help them to settle any quicker. We believe that a child's distress will prevent them from learning and gaining the best from the setting.
- We reserve the right not to accept a child into the setting without a parent or carer if the child finds it distressing to be left. This is especially the case with very young children.
- Within the first four to six weeks of starting we discuss and work with the child's parents to begin to create their child's EYFS profile.

Emmanuel Church Nursery School hopes that you and your child enjoy being members of the pre-school and that you both find taking part in our activities interesting and stimulating. The staff are always ready and willing to talk to you about your child and to share any concerns, ideas, views and answer any questions you may have. Please feel free to use the suggestions/comments box on our Parents table in the back room.

Policy updated Sept 2016

Review Sept 2017