

# Abacus Nursery - 'Settling In'

EYFS: 3.27, 3.73

At Abacus Nursery we work closely with parents and carers, giving consideration to the individual needs and circumstances of every child and their families to help every child settle in their own way and time. Our aim is for: -

- children to feel safe, stimulated and happy in the nursery and to feel secure and comfortable with all staff
- parents to have confidence in both their children's continued well-being and their role as active partners, with the child being able to benefit from what the nursery has to offer.

All our staff know about the importance of building strong attachments with children. They are trained to recognise the different stages of attachment and use this knowledge to support children and families settling into the nursery.

We understand a good working partnership with parents is key for a smooth transition and to ensure good communication and information sharing between staff and parents. To this end we ensure that all prospective/new parents are fully aware of our settling in procedure during an initial 'show around' and then in the welcome letter they receive.

From experience we have found 'settling in' sessions that take place daily in quick succession to be the most beneficial. We advocate three sessions that take place on the lead up to the child joining us but more can be scheduled where required i.e. a sensitive parent or a child with more complex needs. The sessions are arranged in agreement with the parent and for time slots that ensure a member of staff can be available to support the visit, typically mid-morning or afternoon. We also recommend just one parent is involved in these visits to reduce the upset if both parents were to leave.

1<sup>st</sup> visit:

To last up to one hour. Starts with the parent staying with their child for a short period then leaving their child to play while they join a member of the management team in the snug to receive an Abacus bag and share/discuss the documents in our 'New Child' paperwork pack. This includes everything they need to know from tips to support their child's settling in transition, what to pack in their child's nursery bag, the paperwork that needs completing/returning in their second visit to our payment policy and procedure. It also provides time to answer/discuss any questions/concerns a parent may have. A number of other policies and procedures are emailed. Once completed they join their child for the remainder of the hour. A tick sheet is in place to ensure nothing is forgotten

2<sup>nd</sup> visit:

To last up to one hour. During this time the parent is encouraged to:-

- Stay and play with their child alongside the other children and staff either in the snug or garden.
- Allow their child to explore independently as they gain confidence
- Engage with staff to give a positive message to their child

- Provide information to their child's allocated Key person through general conversation and key person questions to help us collate information to gain a deeper understanding of each child's earlier experiences/home-life to ensure their care at Abacus is tailored to meet each child's individual needs and plan activities that are appropriate for their age and stage of development.
- Leave their child with their key person for a short period while another member of staff goes over important points i.e. signing in sheet and areas i.e. upstairs the Milk kitchen/bringing in bottles from home that were mentioned during their show around but could have been forgotten.

3<sup>rd</sup> visit: For 2.5 hours and scheduled to take place over lunch or tea to allow the child to experience a meal time at Nursery. It is for this visit that parents are expected to leave their child completely for the first time (we must have receipt of the completed paperwork). We understand how difficult this can be and ensure somebody is in the office to reassure, provide a hug or cup of tea if required. Parents are encouraged to phone and check up on their child during this time of separation.

Children due to start in September are invited to attend hourly 'Stay and play' sessions that take place once a week for 5 weeks over the summer. The child must be accompanied by a parent for these sessions.

Home visits are not offered routinely, but are offered where a child is struggling to settle.

To maintain stability visits away from the setting i.e. to the park will not take place for any child who is not completely settled.

This policy was adopted on	Signed on behalf of the nursery	Date for review
16.04.2020		April 2021