Tots 2 Toddlers

Settling In

Intent of Policy:

Tots 2 Toddlers want children to feel safe and happy in the absence of their parents, to recognise other adults as a source of authority, help and friendship and to be able to share with their parents afterwards the new learning experiences enjoyed in nursery.

Implementation of Policy:

* We aim to ensure your child's introduction to our setting is as stress free as possible. Once a place has been offered, we aim to achieve this by inviting you and your child to visit the nursery prior to your child's official start date.
* A child who is tense or unhappy will not be able to play or learn properly, so it is important for parents/carers and staff to work together to help the child feel confident and secure in the group.
* This takes longer for some children and parents/carers should not feel worried if their child takes a while to settle.
* You must be prepared to accept that it may take some time for your child to adjust to the nursery but very few children fail to settle eventually.
* We find that staying with your child and then leaving him/her for short period’s eases the separation process.
* Please remember, the more your child comes and experiences the activities on offer and sees you interacting with the staff, the more settled s/he will feel.

Procedure:

* Tots 2 Toddlers offer every child a maximum of 3 free settling in hours.
* We suggest that the settling in visits cover the different times of the day that the child will be attending, e.g.: morning, afternoon, lunch time, tea time.
* Every child is different and will have different needs when settling, therefore, the settling in sessions will be flexible to accommodate the child’s needs.
* We suggest parents/ carers stay for at least the first settling in session.
* Other carers who will be dropping off or picking up the child regularly are welcome to the settling in sessions.
* All children will be allocated a key worker and the key worker will spend time with the parent/carer and child during settling in sessions.
* We suggest that the child settles in on the days that they will be attending in order to familiarise themselves with the staff and children in on that day.
* Parents/carers are required to complete the child’s ‘All About Me,’ during the settling in sessions.

## A registration form must be completed before the settling in sessions with correct and up to date information on it.

## During settling in sessions, the office must see:

## Child’s birth certificate

## Parent/Carers photo ID

## Proof of address

## Registration form

## Registration fee of £25

* Once the child has started fully at the nursery the key worker will give parents verbal feedback on how their child is settling in and we also complete care diaries on Tapestry for under 2’s. This is to encourage strong links between the key worker and the family.

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| Review Date: | Signed: | Next Review Due: |
| 01/09/2021 | H Waller | 01/09/2022 |