

Settling In Policy

At **Little Stars Day Nursery** our aim is to work in partnership with parents to help them become familiar with the setting and offer a settled relationship for the child. We know children learn best when they are healthy, safe and secure, we build positive relationships with parents to ensure we can meet children's individual needs and help them settle quickly into nursery life.

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.

Our settling in procedure includes:

- Allocating a key person to each child and his/her family, when he/she starts to attend. The key person welcomes and looks after the child, ensuring that their care is tailored to meet their individual needs. He/she offers a settled relationship for the child and builds a relationship with his/her parents during the settling in period and throughout his/her time at the nursery, to ensure the family has a familiar contact person to assist with the settling in process
- Reviewing the nominated key person if the child is bonding with another member of staff to ensure the child's needs are supported
- Providing parents with relevant information about the policies and procedures of the nursery
- Working with parents to gather information before the child starts on the child's interests, likes and dislikes and their favourite things available at settling sessions, e.g. their favourite story or resource, as well as completing a baseline of the child's current development to plan, and meet, the individual needs of the child from the first day
- Encouraging parents and children to visit the nursery before an admission is planned.
- Planning tailored settling in visits and introductory sessions, following any necessary government advice
- We have a settling session in the week before the child is due to start which usually follow the following routine:
 - Session 1 - Parents attend with their child, the child is given the opportunity explore their room while parents talk and complete/check over paperwork with a member of staff (usually 1 hour session).
 - Session 2 – a 2 hour session where the child is left by parents (who can leave the setting or stay on the premises).
 - Session 3 a longer session (half day)The child experiences the majority of nursery routines (E.g meal times and a sleep). **Settling in sessions are flexible and can be adjusted to meet the needs of the child**
- Encouraging parents to send in family photos to display to help settle the child and develop a sense of belonging
- We add staff photos onto Family for Parents to share with their child to support children and families to get to know staff

- Reassuring parents whose children seem to be take a little longer to settle in and developing a plan with them, for example shorter days, where possible
- Providing regular updates and photos of the children settling via Famly.
- Encouraging parents, where appropriate, to separate themselves from their children for brief periods at first, gradually building up to longer absences
- Respecting the circumstances of all families, including those who are unable to stay for long periods of time in the nursery and reassure them of their child's progress towards settling in
- Not taking a child on an outing from the nursery until he/she is completely settled.

This policy was adopted on	Signed on behalf of the nursery	Date for review
<i>18/09/2026</i>	S.Cracknell	<i>September 2027</i>