



Little Learners
NURSERY GROUP

Settling In
(Updated for use during Covid-19
pandemic)

Reviewed: July 2019
To be reviewed: July 2020

At Little Learner's Nursery Group, we aim for children to feel safe, stimulated and happy and to feel secure and comfortable with all staff. We also want parents and other carers to have confidence in both their children's well-being and their role as active partners, with the child being able to benefit from what the nursery has to offer.

We aim to support parents/carers to help their children settle quickly and easily by giving consideration to the individual needs and circumstances of each child and their families. Unfortunately, due to the health and safety restrictions placed upon us by the government during the covid-19 pandemic, parents are no longer allowed access to the nursery site for extended periods of time. We have therefore had to adapt our procedures for settling children into the nursery. We have outlined our temporary policy below:

Nursery staff will work in partnership with parents and carers to settle their child into the nursery environment by:

- Providing parents/carers with relevant information regarding the policies and procedures of the nursery
- Nursery staff will create videos to introduce themselves to the new children and parents and make virtual tours of the room and outdoor areas. These will be shared with families in the weeks leading up to the child's first day.
- Nursery staff will call parents to complete an individual transition plan. This will outline each child's specific needs during their transition and help us to support them as they settle into the nursery. We will also complete and 'all about me' document so we can find out about each new child's likes and interests.
- 'Gate dates' in the weeks leading up to a child's formal transition week. The child's allocated key person will come to the nursery gate for a date! They will bring some toys to share, read a book to your little one or even just come to say hello. We hope this will allow your child to become familiar with their key person before they start with us. These will be dependent on staff availability and times slots may be limited.
- Short 'stay and play' sessions for the child in the weeks leading up to their formal transition week (parents will unfortunately not be able to remain on site during this time). These sessions will last between 15 minutes to 1 hour. These will be dependent upon staff availability.
- Providing settling in sessions –over the course of a week- for the child at a flat rate fee of £180. Your child's key person will spend lots of 1:1 time with your child to develop a close and trusting relationship.

- Allocating a key person to each child and his/her family, before he/she starts to attend. The key person welcomes and look 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/carers 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
- Respecting the circumstances of all families and reassure them of their child's progress towards settling in
- Reassuring parents/carers whose children seem to be taking a long time settling into the nursery

The settling in procedures is as follows:

In the weeks leading up to their formal transition week

Telephone call to arrange individual transition plan and complete 'all about me' document.

'Gate dates'

'Stay and play' sessions (up to 1 hour)

The transition week

There is a flat fee of **£180 for the transition** week into the nursery (outlined below). This week takes place the week of your child's start date. Your child's key person will fully support your child during this transition period. Your child must attend Monday – Friday this week (see below).

Monday – 1 hour 'stay and play' session. Parents unfortunately will not be allowed to remain on site but nursery staff will keep you fully updated with regular phone calls. This session will take place between 10:00am – 11:00am

Tuesday – 'stay and play' with lunch. This session will take place between 10:00am – 12:00am.

Wednesday - half day sessions (with lunch). Drop off between 8:00am – 8:40am and pick up at 12.30pm.

Thursday - half day session (with lunch and nap). Drop off between 8:00am – 8:40am and pick up at 2.15pm

Friday – staying for lunch, nap and tea. Drop off between 8:00am – 8:40am and pick up at 4.30pm

*Times may vary due to number of children and ratios.

The week they begin attending booking hours

Begin full days. However, each child is unique and your child may need longer to settle. We will not keep an unsettled child in the nursery so it is advisable that you do not go back to work during this week. You are charged at your regular rate this week and only attend on your booking dates.

These transition procedures can be adapted for the individual needs of parents and children. The welfare of the children is paramount and it is important not to rush this process. If a child is not settling, we will adapt and/or extend our transition procedures accordingly in discussion with the parents/carers.

To ensure a smooth transition from home to nursery we would like you to:

- Take time to read through the nursery policies you have been provided and explore our nursery website.
- Watch the nursery videos with your little one to familiarize them with the nursery staff and environment.
- Where possible attend some 'stay and play' sessions and/or 'date gates' in the weeks leading up to your child's transition week.
- Wean your child off breast feeding between the hours of 8am – 6pm. This is to ensure your child can be comforted and be fed by members of the team whilst at nursery. We would ideally like them to be able to drink from a bottle or sippy cup.
- Encourage your child to begin sleeping without being breast fed or rocked to sleep. It is essential for the children's wellbeing to receive a healthy amount of sleep during their long day with us.
- If possible start to leave your baby with familiar adults (where current covid-19 guidelines allow). So when it is time for them to come to nursery they will be familiar with other adults caring for them. They will also begin to understand that when you go away you will always come back.
- Begin to introduce your child to the nursery routine. If your child is familiar with the nursery routine and uses this routine at home it will enable them to anticipate their day and learn their routine quicker.

Our nursery routine is:

8am: breakfast

10am: snack

11:30am: lunch

12pm – 3pm: Sleep time (children are sleeping between these times)

3:30pm: tea time

We hope our parents will work with us to ensure new children settle well into the nursery. If we feel your child is not prepared for nursery we may have to defer your child's settling in until they are ready.