



**Little Learners**  
NURSERY GROUP

## **Settling In**

**Reviewed: July 2023**

**To be reviewed: July 2024**

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.

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
- Encouraging the parents/carers and children to visit the nursery during the weeks before an admission is planned (stay and play sessions, coffee mornings, workshops)
- Providing settling in sessions –over the course of a week- for the child at a flat rate fee of £180. These sessions are a 1:1 ratio so the child can make a bond with their key person.
- Welcoming parents/carers to stay with their child during the first few sessions until the child feels settled and the parents feel comfortable about leaving their child. Settling in visits and introductory sessions are key to a smooth transition and to ensuring good communication and information sharing between staff and parents/carers
- Reassuring parents/carers whose children seem to be taking a long time settling into the nursery
- Encouraging parents/carers, where appropriate, to separate themselves from their children for brief periods at first, gradually building up to longer absences
- Allocating key persons to each child and his/her family, before 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/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 reassuring them of their child's progress towards settling in.
- Children will not be taken on outings from the nursery until they are completely settled.

The settling in procedures are as follows:

- Telephone call or email to arrange stay and plays

We consider the process to take 3 weeks:

- (1) Week before they start,
- (2) the week they start - also called the transition week,
- (3) the week they begin attending booking hours.

**(1) Week before they start**– which is the week of your start date - you must commit to bringing your child into the setting at least 1 time. This helps them to settle in. We refer to these as 'Stay and Play'

Stay and play sessions where child and parent or carer can spend time with the nominated key person (these will be planned in the week leading up to the start date). We ask for a minimum of 1 stay and plays the week before the transition week to help aid in the transition.

**(2) 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. We have your child key person 1 to 1 with your child during this transition period. Your child must attend Monday – Friday this week (see below).

**Monday** - Stay and play/settle - with 1 hour of child with parent on site and one hour left without parent. (Parent must stay in the Nursery or wait in another part of the school if the child appears settled). The child will spend time with their nominated key person.

**Tuesday** –2-hour session (parent may stay in the Nursery or wait in another part of the school if the child appears settled). The child will spend time with their nominated key person.

**Wednesday** - half day sessions (with lunch) – pick up at 12.00

**Thursday** - half day sessions (with lunch and nap) – pick up at 2.30

**Friday** – staying for lunch, nap and tea – pick up for 4.30pm

**(3) 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:

- Wean your child off breastfeeding 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 (grandparents, family members and or friends). 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

**12:30pm – 2:30pm** Sleep time (children are sleeping between these times)

**3:30pm** – Tea time

Our staff team works with the children on a 1-3 ratio for baby room, 1-4 ratio in toddlers and 1-8 ratio in preschool. We are unable to offer 1-1 care for longer than the settling week.

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.