



## Kiddie Kapers Neighbourhood Nursery

### Settling in Policy

#### Statement of intent

At Kiddie Kapers we want children to feel safe and happy within our setting as well as feel secure and comfortable with staff. We also want you as parents to have confidence in both your child's wellbeing and your role as an active partner within our setting. We aim to be flexible with our daily routine and as far as possible cater to individual eating and sleeping patterns (particularly for younger children)

#### Our Aims:

To make the setting a welcoming space for your child

To create a secure relationship for your child within our setting.

To make the setting a place where your child can settle in quickly and comfortably.

#### Settling in procedure:

Once parents have registered their child with the office, the room will be informed of the new starters of which the room leader/ allocated key person will make contact with the parents to book settle sessions and a getting to know you visit.

Settles will be arranged at a time convenient for both the Key Person and parent and will avoid our busy times of arrivals/picking up and meals. This way your child will be arriving to a calm environment.

Usually a room will only have one child settling at a time.

Please ensure you start settles at least a week before the child's start date.

All the settles are free, but if the child stays for a cooked meal you will be asked to pay for that.

Staff will make sure parents have our numbers in your phone:

For Kiddie Kapers: the main number is 03000 411024 and parents can ask the Key Person for the room number as well.

We want every child's first experiences of nursery to be really positive so they settle well, can start to learn and parents are reassured that you can leave your child and they are happy. We have a system that works well for most children but is adaptable for the needs of individual children.

#### First settle – 30 minutes

*Please make sure parents are able to stay in the building for the whole of this visit.*

The Key Person is the parent's link with the nursery so it is important to get to know them and make sure that parents tell them all about their child. On this first settle parents are to stay in the room and talk to the Key Person, allowing the child to gradually become interested in the room and the other children. The Key Person will show parents the Learning Journey, which is the book where nursery and parents together capture your child's achievements. The Key Person will show parents a sheet where they can record their child's starting points – what they can already do and what they like – and explain how parents can record your child's wow moments from home.

### **Second settle – one hour**

*Please make sure parents are able to stay in the building for the whole of this visit.*

On this visit parents will still have the chance to talk to the Key Person who will be interested to know how the child was after the first settle and whether they were looking forward to coming today. Agree with the Key Person that once the child is happy how they will leave – for some children saying goodbye to them is important, for others slipping away when they are engrossed works better for the child. We will give parents a voucher for the on-site café for a hot drink so parents are close by; if their child is distressed staff will come and get the parent as they may need to stay a little longer in the room with them. The Key Person will ask parent for a family photo we can display as children find this very comforting.

### **Third settle – two hours**

Parents are to agree with the Key Person whether they will stay on site or leave, or whether we will need to adapt the process for the child. Many children will be happy to separate from their parent by this time. For older children the Key Person may give you a piece of paper for the child to draw on and bring back on their first day.

### **Adapting the process:**

1. If you think that the child may have difficulty settling or has any additional needs it may be helpful to have a getting to know you visit. The Key Person will come team to play with the child in their home and to have time to talk with parents in a more private environment than a busy nursery room. Sometimes, if your child recognises someone they have seen in their own home it makes them feel more confident in nursery.
2. If parents need any help with paperwork we are always happy to help – just mention to your Key Person.
3. If the child needs further sessions these can be added before your child's start date. These will be charged on an hourly basis.
4. For a child on funded hours, if you think the child needs shorter sessions for a while this can be agreed with the Key Person so that either you would bring them in late or collect early until they are ready for the full session. Sometimes a week or two of reduced length sessions helps the child settle more easily. Sometimes additional visits during the holiday before their start date can be arranged but please note not all Key Persons work in the holidays.
5. Very occasionally a child can have a shorter settling process. This would be for example where they already know the nursery well or have been used to going to another nursery. It will only be agreed if staff agree your child is happy and confident.
6. Whilst we will always do our best to accommodate emergencies where a child needs to start at very short notice, it is much better for the child if parents are able to plan to settle over one or two weeks. If more than the three settle sessions are required, then we will arrange for more to be attended to ensure that the child is settled in before they start their permanent sessions.