

Settling Children into the Setting

1. Purpose

1.1 The aim of this document is to outline how we settle children into the setting at Ashfield Plaza Day Nursery.

2. Scope

2.1 This policy applies to all who enter Ashfield Plaza Day Nursery.

3. Policy Principals

3.1 Good childcare practice dictates that before children begin attendance in a day care setting they and their Parents/Carers should be offered introductory sessions. In view of this Ashfield Plaza Day Nursery will ensure that processes are in place which facilitates the child's transition from the home to the day care setting.

3.2 It is important that childcare staff build up good relationships with the child and Parent/Carer, and our admissions procedures are designed to support this relationship.

3.3 Children will be offered two visits to the day care setting, both last for approximately two hours. On the first visit, parents/carers will be asked to stay to get to know their child's key person and complete an All About Me form. On the second visit, normally over a meal time, parents/carers will be asked to leave their child, providing they are settled, so that they can spend some time in the setting on their own. Two visits are normally enough for children to settle into the setting, however, we are flexible and if the setting and parents/carers feel more are required this will be accommodated.

4. Organisation and Allocation of Responsibilities

4.1 It is the responsibility of the child's key person to help settle the child into the nursery and all staff in the child's room to help the parent and child feel welcome.

Limitations of this Policy

This policy cannot anticipate all eventualities therefore, professional judgement should be used to identify the appropriate course of action needed to protect those who are vulnerable and/or at risk. This judgement should derive from multi-disciplinary team discussion rather than any one individual where possible.

Document management

Review cycle:	
Next review due:	
Policy owner	
Approving body:	Board of Trustees