

## Settling-In Procedure

We recognise that children need to settle with the environment, the staff and the routine. Some children take longer than others to settle in the nursery. Furthermore, we encourage parents to be involved in the process, and gradually allow the children play independently. Our procedure for settling-in is flexible and we arrange with the parents before the child starts the nursery.

We want children to feel safe and happy in the absence of their parents / guardians, to become familiar around other adults and in new environments. It is impossible to predict how long it will take a child to settle in as so much depends on the child's personality and past experience. In order to achieve this, it of paramount importance all staff:

1. Encourage parents/guardians to visit the Nursery with their child during the weeks before the admission is planned, and discuss any special dietary requirements or food allergies.
2. Encourage parents/guardians where appropriate to separate from their child for brief periods at first, gradually building up to longer absences
3. Make clear to families from the outset that they will be supported in the Nursery for as long as it takes for their child to settle.
4. Reassure parents/guardians whose children seem to be taking a long time to settle into the Nursery.
5. Discuss with parents/guardians the children's like/dislikes and routine and incorporate into the nursery setting.
6. Parents / Guardians to meet their child's / children key worker and to complete the nursery induction form.

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