

Springboard Nursery, Policies and Procedures

Settling In Policy

Children are individuals and as such can have very different reactions when being separated from their main carer. Some will take it in their stride while others will find it a more difficult time. Sometimes it takes time for parent/ carers to adapt too.

Springboard Nursery empathises and wants ALL parent/ carers and children to settle in comfortably.

'Every child and family is different and unique!'

- During their settling in period you and your child will have an opportunity to become familiar with the setting and begin to build positive relationships with the children and staff team. While settling children we aim to give them the opportunity to join in the nursery routine, experience activities and have a meal.
- The nursery staff will work in partnership with parents/ carers to settle the child or children into the nursery environment and throughout their time at the setting.
- Prior to your child starting, throughout visit periods practitioners will complete an all about me questionnaire with you; this provides us with information about your child. Likes and dislikes, what their favorite toy is, do they have a comforter? This information is really important so we can plan to implement activities and focus upon your child's individual needs to support them to settle in the setting.
- The settling in process varies, depending upon your child's individual need. Springboard will be very flexible, we have an 'Open door policy' so you can come and go as you like as long as you stay with your child. This helps so we get to know you and your child, you can observe practice, see what happens at nursery and your child will gradually become confident and recognise staff faces and friends etc.
- Once you feel that you and your child feel settled, we can arrange a suitable time for your child to attend a couple of hours on his/her own.
- Some children and parent/ carers may not need many pre-visits, maybe they have attended a setting before, some children may need more visits than others and some children may need home visits were their key person may need to visit the child within their home environment and build a bond were they feel confident before commencing at the setting. If home visits take place, it is really important to connect with your selves and the child in a positive manner, home visits require two staff members to visit.

This policy was implemented by Springboard Management Team: please note all policies and procedures will be reviewed on a yearly basis, unless there is a need to implement changes prior. Please note any updates and changes will be forwarded by email.

Date: 01.09.2023