# SETTLING IN TO NURSERY - POLICY

We want children to feel safe and happy in the absence of their parents/carers, to recognise other adults as a source of authority, help and friendship and to be able to share with their parents afterwards the new learning experiences enjoyed at the nursery.

In order to accomplish this, we:

1. appoint one member of staff to be responsible for all admissions.
2. use a key worker system so that a child and his/her family can relate to a particular member of staff. This enables information to be passed between the family and setting more efficiently, hopefully aiding the child to settle in more easily.
3. have flexible admission procedures to meet the needs of individual families and children.
4. make it clear to families from the outset that they will be supported in the nursery for as long as it takes to settle their child.
5. reassure parents whose children seem to be taking a long time settling into the nursery.
6. introduce new families into the group on a staggered basis.
7. encourage parents, where appropriate, to separate from their children for brief periods at first, gradually building up to longer absences.

Children cannot play or learn successfully if they are anxious and unhappy. Our settling procedures aim to help parents to help their children to feel comfortable in the nursery, to benefit from what it has to offer, and to be confident that their parents/carers will return at the end of the session.

*This policy was adopted at a meeting of the nursery school held on*

*((date)…………………………………*

## Signed on behalf of the nursery school………………………………………

*Understood and accepted by:*