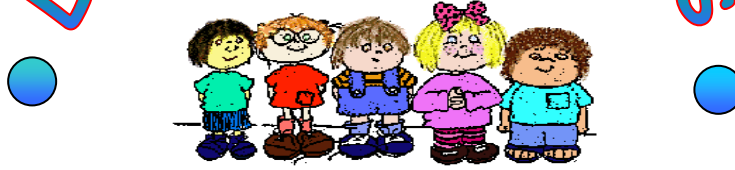


Little Munchkins  
little things matter



Pre-School and Nursery

# Settling In Policy

Approved by: Nick Gregory, Owner

Signed:

Date: 24<sup>th</sup> May 2023

Review Date: 24<sup>th</sup> May 2024

## Settling in Policy & Procedure

### Intent

We want children to feel safe, stimulated and happy in the nursery and to feel secure and comfortable with staff. We also want parents to have confidence in both their children's wellbeing and their role as active partners within the nursery.

### Aim

We aim to make the nursery a welcome place where children settle quickly and easily because consideration has been given to the individual needs and the circumstances of children and their families. This supports British Values, where child and Parent / Carers feel secure and welcome.

### Methods

- Before children start at nursery we use a variety of ways to provide their parents/carers with information. This includes written information such as access to our policies and procedures, tours around the nursery and answering any questions they have about the services we offer
- When children are enrolled, two settling visits are booked according to the wishes of the parents/carers. We will provide as many visits as required to help the children and their families feel confident to leave their children with us
- We use these visits to explain and complete the child's registration records with parents and carers, discussing their outlook on the child's abilities and draft the first next steps to ensure a prompt start to their learning. We also ask about home routines to promote consistency of care between home and nursery
- We allocate each child a Key Person before they start, who will record their progress through observations and plan activities to reflect their individual interests. The Key Person will be the one to provide daily feedback to parents/carers about how their child has been, what they've eaten and any other general information needed to be discussed. The Key Person is also responsible to ensure that each of their key children are observed and appropriate planning is in place to ensure each individual child can achieve their full potential through their next steps.
- Key person role is an important part of building the partnership between Parent and Nursery, this partnership is the foundation which will help the children to settle quickly and achieve their set goals.
- Each member of staff is encouraged to engage with all parents, to promote a family environment throughout the nursery.

This policy was adopted by Little Munchkins on 24/05/2023

Signed on behalf of Little Munchkins:

Nick Gregory, Owner

Next review date: 24/05/2024