

## Policy & Procedures

### Settling in Policy

Signed on behalf of the nursery
Eva Quillot

All staff will work in partnership with parents and nominated carers to gently settle each child into Miss Daisy's Nursery School.

1. Parents and carers must be available at all times during the settling in process should we wish to contact them.
2. There will be a New Children's Party visit arranged the term prior to commencement so that each child and their family can familiarise him/herself with Miss Daisy's Nursery School. During this time each family will be provided with an information pack containing a school handbook, information forms and a Miss Daisy's parents' guide to the EYFS.
3. During each child's first session, parents and carers are free to stay with their child so that their child feels settled and the parent or nominated carer feels comfortable about leaving him or her. This may continue for a few sessions, as our school policy is to work individually with families to ensure that each child's induction is managed gently and positively.
4. A few days before the children start school the child's key worker and an additional staff member will attend a home visit at the family's home with the parent's consent. This gives the key worker and the child a chance to get to know one another and ask any relevant questions to help make the settling in process easier.
5. For the first two sessions, parents or nominated carers are encouraged to stay close to the Nursery School in case the school needs to contact them to collect their child earlier if they are struggling to settle in. This will continue until the teachers feel that the child will settle happily.
6. No child will be taken on an outing from the Nursery School until he or she is completely



settled and feels comfortable.

7. Staff must at all times be sympathetic to all parents and carers and take the time to listen to their needs, requests or worries. Positive feedback is given to parents at collection time by each child's key person.
  
8. A parent/teacher meeting is booked a few weeks after each child starts at Miss Daisy's Nursery School. This is to aid communication between school and home.