



## Millbrook Nursery and Nursery Plus 2

### Settling-in Policy

A carefully managed, happy settling in period will ensure children successfully adapt into new situations. At Millbrook we believe that spending time supporting children to settle confidently into Nursery/Plus2 provides the foundations to prepare your child to settle in other new situations. Each child is an individual. Some children will settle quickly and easily, others will take longer and need more time and reassurance from parents, and from key workers.

At Millbrook we believe that children will need time to build a trusting relationship with the people who will care for them. Children will build this relationship through playing with their key worker and being near them during the session. We provide a variety of opportunities/activities for the children to take part in that will help their settling in period.

#### **Preparing for Nursery sessions**

Children and parents who are starting in our Nursery are invited to three 'Preparing for Nursery' sessions. These are run by the school and the Children's Centre together. They are focussed on 'Encouraging Independence', 'Mark Making' and 'Enjoying Books.'

#### **Home Visits**

Key workers visit the child at home to meet the child and chat to the parents/carers. They bring a list of things to find out to aid the settling in process and answer any questions that the child/parent has.

#### **Settling in Visits to Nursery/Nursery Plus 2**

Children are given a start date to come and visit with their parents for up to an hour initially - this is a time when the parents can help settle their child in and play alongside and for the child's key worker to engage further with the child.

The next day the child comes with their parent and if the child is ready the parent is encouraged to leave them to interact with the key worker/other children and move away from their child. On this occasion if the child is ready the parent is asked to say 'goodbye' to the child and leave for up to an hour. (This is subject to how the child is settling).

If the child is very settled then the key worker, in negotiation with the parent, will either suggest a full session or a slightly longer period of time. These shorter times will continue until the child is ready to start full time.

It is our policy that, so far as possible, sessions should run in the normal way when a parent/carer is present. The parent/carer should be able to see the regular pattern of what happens during the day, how the staff cope with anything unexpected and in particular, they should be able to see the level of care received by all the children in the Nursery.

Parents will be rung if their child is very upset or ill and if a parent is concerned they are welcome to ring the setting and find out if their child has settled. On some occasions key workers may call the parents to assure them that their child has settled.

Parents will always have opportunities to talk to their child's key worker both before and after the sessions.

**Dawn Waldron**

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