

Oaks Nursery Settling in policy

At Oaks Nursery we want children to feel safe, stimulated and happy in their environment, and to feel secure and comfortable with staff. We also want parents to have confidence in both their children's well being and their role as active partners with the nursery.

Aim

To make Oaks Nursery a welcome place where children can settle in at their own pace, and by giving consideration to the individual needs and circumstances of children and their families.

We do this by:

- Informing parents of the admissions procedure prior to settling in or attending.
- Providing parents with all necessary documentation prior to admission
- Ensuring that all documentation is completed and returned to the administrator prior to start date, and providing parents with support in completing the documentation, if required
- Supporting parents in agreeing on the on the best way to help the child to settle into the nursery
- Providing opportunities for the child and their parents to visit the nursery
- Offering 2 free settling in periods prior to the arranged start date
- Allocating and introducing a key person to each child and their family, ensuring that the key person has been made aware of any information contained on registration documentation that may affect the settling in procedure
- Offer an administration meeting with key person prior to start date
- Ensuring that key persons work with children's parents or guardians through out the child's stay at nursery to provide seamless transitions to new rooms
- Provide opportunities for discussion with the key person or other staff regarding their child's progress and achievements
- Have clear procedures in place for transitions through the nursery and to school
- Raising awareness of the location of parent's information board and nursery policy folder

Adopted on (date): April 2009

Signed on behalf of The Oaks Day Nursery:

Name: Chris Comper

Job title: Nursery Manager