



## Little Acorns Nursery at High Halden

Church Hill, High Halden  
Kent TN26 3JB  
Telephone 01233 850113

### Settling Policy

A settling period is a time before the child joins the nursery, when they can visit with their parents/carers and stay for a while in order to get to know the staff, the children, the routines etc. It is important that a child spends sometime in the nursery before their actual starting day, in order to get to know the children and other staff one of which will become their Key Person. Hopefully by the time the child starts nursery they will be quite settled and feel confident within their new environment. Our procedure consists of two taster sessions for two weeks, free of charge, lasting for an hour (9.30 – 10.30am). We encourage parents to stay during this time, but also give them the choice to leave if they wish depending on the child. This progress will take place before the child starts their booked sessions.

- For the first visit we suggest staying with your child for the hour, so that you can talk to the staff about routines and anything you want them to know.
- For the second visit we suggest trying to leave your child for half an hour.
- For the third and fourth visit we suggest trying to leave your child for the whole hour.

Some children may need more than four visits and if this is the case more can be arranged. These visits will be a time when, through building a relationship between staff and parents, the child will begin to settle and form trusting relationships with staff, in particular their Key Person. Children will be shown where the toilets are, where to hang their coats and will be encouraged to join in with the routine and activities of the session.

### **On their first day**

The parents may want to stay a while to see that their child is happy and settled. It is quite acceptable to come and sit in within the nursery for a few minutes to check that your child has settled. However you need not to feel obliged to do this and may leave soon after saying goodbye to your child. Parents are invited to phone at any point during the day to check that all is well. Progress reports will be offered by the Key Person and other staff when parents arrive to pick up their child.

### **After the first week**

After the first week the key person will arrange a meeting with you the parent, to go over a settling questionnaire. This gives the key person chance to find out more about the child's likes and dislikes etc. It also gives parents the chance to ask any questions they may have.

### **After the child's first term**

At the end of the child's first term the key person will arrange another meeting with the parent to go over their child's progress etc, this again allows the parent and key person to speak in a one to one situation.

**This policy was adopted at a meeting of Little Acorns Nursery**

**Date to be reviewed .....**

**Signed on behalf of the management committee .....**

**Name of signatory .....**

**Role of signatory (e.g. chair/ owner) .....**