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<h2 style="text-align: center;">SETTLING IN POLICY</h2>			

At Paradise Primary School we want children to feel safe, stimulated and happy in the early years unit 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 parents with the setting.

Aim

We aim to make nursery a welcome place where children settle quickly and easily, as consideration has been given to the individual needs and circumstances of children and their families.

Procedures

- Before a child starts to attend the setting, we use a variety of ways to provide parents with information. These include written information (including our Early Years Welcome Pack and Policies all downloadable on the website), displays about activities available within the setting, information days and individual meetings with parents.
- Before a child is enrolled, we provide opportunities for the child parents to visit the setting.
- We allocate a key person to each child; this gives both the parent and child an opportunity to build relationship with the key person. This will aid both the carer and parent to support the child to settle in. enabling the child to have a sense of well being and security.
- We offer home visits to all, if this offer is accepted then the key worker and supervisor will visit the child at home or at an alternative location.
- When a child starts to attend, we explain the process of settling-in to the parents and jointly decide on the way to help to settle into the setting.

The following is a guideline of the settling in procedure when a child starts nursery.


Day 1: We suggest that you stay with your child and spend an hour together in the nursery. Your key person will complete the baseline data on your child's development to help us to get to know him/her better.

Day 2: You will be invited to accompany your child for one hour. All being well, you will be encouraged to leave your child for an hour then to see how well they manage on their own.

Day 3: By day three your child may be ready to stay by him/herself for the full session.

If a child is struggling to settle after the three days, further settling in arrangements can be made with the key person to suit each child's individual needs.

- Younger children may take longer to settle in, as will children who have not previously spent time away from home. Children who have had a period of absence may also need their parent to be on hand to re-settle them.

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- When parents leave, we ask them to say their salaams and byes to their child and explain that they will be coming back and when.
- We expect the parent to honour the commitment to stay for the initial settling in period. We judge a child to be settled when they have formed a relationship with their key person and is familiar and comfortable with the environment.
- We reserve the right not to accept a child into the setting without a parent/carer if the child finds it distressing to be left.