

## Settling in Procedure

At Peter Pan's we understand that settling a child into nursery can be a very emotional time for both child and parent. A member of our office team will contact the child's parent/guardian to arrange the first settling session, on a date and time convenient for both parties.

You will then receive an email to confirm this along with a permission form for Tapestry. Once we have received the permission form back your child will be set up with a Tapestry account and parent/Guardian emailed a secure log in. Parent/Guardian must complete the "All about me" form and can upload photo's/send memos to tell us what they would like us to know about their child.

When you arrive a member of staff will take you and your child into their room and introduce you to the staff members and especially your child's Key person. This is a designated person who will be looking after your child.

A Key person system provides children with the opportunity to make attachments in a positive and affectionate way. Young children do not always have the language to express what they experience, especially babies, therefore the need for a key person is utmost.

We understand that this can be a very emotional time for all involved. Feel free to ask and tell your child's key person anything you may feel relevant and beneficial to help your child settle more easily.

On your child's first settle we will ask you to stay for an hour or so with your child for them to become familiar with the surroundings and the people in the room, as well as going through the "All about me" which familiarizes the staff with your child's routine, likes/dislikes etc.

The office team will then arrange another settling session with you where we suggest you leave your child, just for one hour. Staff may suggest options of how this follow up sessions can be approached and will work alongside the parent to do what is best for each individual child. Certain approaches may pro-long the settling in process.

The amount of time that is spent settling differs from each child and this will be reflected within the arrangements that we make with you for follow up sessions. Once your child is adjusting to the nurseries routines the sessions will increase in duration over a period of time, to also include a meal and a sleep.

We will arrange where possible, maintaining child ratios at all times, to bring your child in regularly over a two/three-week period as continuity is an essential part of the settling in process. Settling sessions may continue after this two/three-week period depending on the individual. Pre-arranged start dates

can be delayed continuing the settling in process and only once the child has settled may the child be left for longer periods and begin their full day sessions.

Please be assured that your child will receive lots of cuddles and attention if they are upset and we will do our utmost to ensure they settle in easily and as quickly as possible.

All children are individuals, and some may take longer than others. Please feel free to telephone or speak to us in person as often as you like during the day to see how your child is progressing and to discuss anything else relating to the nursery.

We do not encourage children to bring toys into the nursery once they are settled. However, if your child has a special comfort toy or blanket, etc, which you think would help them to settle better and feel more secure, they are welcome to bring it into the nursery.

\*\*\*Following the Coronavirus pandemic and children's reduced social interactions we have amended our policy to compensate for this. We appreciate that it may take children longer to settle and therefore the parent/guardian may need to attend more sessions before leaving the child. We will work with you to make the transition into nursery as smooth as possible for both child(ren) and parents/guardians.

We will be putting the following procedures into place for children to settle:

- Only one parent/carer will be permitted to enter the nursery building during the initial settling in sessions.
- Where possible the same parent/carer should bring the child into the setting on each settle.
- Parent/Guardian should always remain at a safe distance from staff.