

BUSY BUNNIES NURSERY

SETTLING IN POLICY

We want children to feel safe, stimulated and happy in **Busy Bunnies Nursery** 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 within Busy Bunnies Nursery.

Aim

We aim to make Busy Bunnies Nursery a welcoming place where children settle quickly and easily because consideration has been given to the individual needs and circumstances of children and their families.

Methods

- Before a child starts to attend Busy Bunnies Nursery, we use a variety of ways to provide his/her parents with information. These include written information (including our prospectus and policies) and displays about activities available within Busy bunnies Nursery.
- During the half-term before a child is enrolled, we provide opportunities for the child and his/her parents to visit the Nursery.
- We allocate a key person to each child and his/her family ; the key person welcomes and looks after the child and his/her parents at the child's during the settling-in process.
- We offer free trial sessions to ensure all relevant information about the child can be made known and registration records completed.
- When a child starts to attend, we explain the process of settling-in with his/her parents and jointly decide on the best way to help the child to settle into busy bunnies Nursery.
- 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.
- We judge a child to be settled when they have formed a relationship with their key person or another key adult; for example the child looks for a key adult when he/she arrives, goes to them for comfort, and seems pleased to be with them. The child is also familiar with where things are and is

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pleased to see other children and participate in activities. We would change key person if necessary.

- When parents leave, we ask them to say goodbye to their child and explain that they will be coming back, and when.
- We recognise that some children will settle more readily than others but that some children who appear to settle rapidly are not ready to be left, so we expect that the parents will work with staff to ensure the child settles quickly into the nursery.
- We do not believe that leaving a child to cry will help them to settle any quicker. We believe that a child's distress will prevent them from learning and gaining the best from Busy Bunnies Nursery.
- We reserve the right not to accept a child into Busy Bunnies Nursery without a parent or carer if the child finds it distressing to be left. This is especially the case with very young children.

We offer two one hour sessions one for the parent to complete the all about me the other for the child alone, however should the child need more these can be offered at the discursion of the setting manager

This policy was adopted on	Signed on behalf of the nursery	Date disseminated to staff	Date for review
June 2020	Clare Bamford	July 2020	June 2021