

Elephant and Castle Child Care Centre Settling in Policy

Statement of intent

We want children to feel safe, stimulated and happy in the setting and to feel secure and comfortable with staff. We also want parents/carers to have confidence in both their children's well being and their role as active partners with the setting.

Aim

We aim to make the setting a welcome place where children settle quickly and easily, consideration will be given to the individual needs and circumstances of children and their families.

Methods

Before a child starts to attend the setting, we use a variety of ways to provide his/her parents/carers with relevant information. These include written information (including our prospectus and policies), displays about the settings activities, and individual meetings with parents/carers.

Before a child is enrolled, we provide opportunities for the child and his/her parents/carers to visit the setting.

- Before a child starts to attend, we work with his/her parents/carers to decide on the best way to support the child into settling at the nursery.
- We will provide each child with an "All about Me" book, this book has the potential to inform records and prompt valuable discussion with the child.
- Parents/Carers and staff work together to complete an entry profile about the child.
- During the settling in period, each child and family will be allocated a key person.
- We encourage parents/carers and children to attend settling in sessions before they start, this gains familiarity with staff, peers and routines.
- Before a child starts we explain and complete with his/her parents/carers the child's registration records.
- We reassure parents/carers who are anxious about their child by giving them information about their child's activities and welfare whilst at the setting.
- Parents are encouraged to contact the nursery to enquire about their child if they wish.
- Children are permitted to bring comfort objects to the setting; this includes dummies, blankets, teddies or any other object appropriate.
- The setting welcomes extended family and encourages parents/carers to invite them to visit us.

This policy was adopted in March 06 and will be reviewed annually and amended as necessary: Reviewed and amended March 10 Reviewed April 11

Reviewed and amended October 2012. Reviewed and amended, June 2013.
Signed on behalf of the setting: