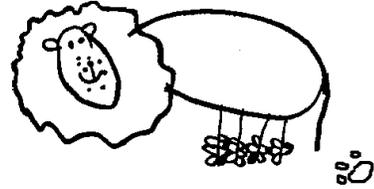


# Bristol University Nursery



## **Lion & Cub room settling in policy.**

### **Rationale**

It is the aim of the nursery that each child and their parents will start their nursery life feeling confident, secure and happy within the setting.

We hope to achieve this with a series of visits and introductory sessions.

- Each child starting the Lion Room will be offered a home visit, where the keyworker and another member of staff will meet the child and parents in their home setting.
- Each child will have a minimum of three visits to the nursery before they start.
- The visits will last between 45 minutes and an hour.
- Visits are to be arranged between 10.30 and 11.30 for children doing morning or all-day sessions, and 2.00 and 3.00 for children who only do afternoon sessions.

### **First Visit**

1. The child and parent/carer are greeted at the door by the child's key person.
2. Both the child and parent/carer will be introduced to all staff and it will be explained that any member of staff can be approached with any queries or worries that the adult may have.
3. The parent/carer stays with the child for this first visit and is given an "All about me" form to fill in on the child's behalf.
4. The child is encouraged to do a painting or something that he/she can take home with them at the end of the visit.
5. The routine of the room will be explained.
6. The parent/carer will be asked if there are any special dietary or other requirements child has, this will be done through a child entry record form.
7. The parent/carer will be given a "Welcome" letter and the staff will answer any questions they may have.

### **Second Visit**

1. On this visit we aim to have the child left for thirty minutes to one hour with the parent/carer in another part of the nursery. The child is reassured that

- the parent will be back shortly, and the key person will try to ensure that they have a fun time without them.
2. The member of staff makes sure that some of the child's favourite toys are available to play with.

### **Third Visit**

1. This should be the final visit providing that the child is happy and that the parents and key person are confident that the child will settle well to nursery life.
2. Once again, the parent/carer stays on the premises, but leaves the child for forty-five minutes to one hour having said "Goodbye" to them. The child's key worker has lots of one to one and encourages them to join in activities with the other children.
3. The staff will prepare the parent/carer for the first day, arrange for a shorter day if necessary, and tell the parent that they can telephone at any time to enquire how the child is getting on.

If it is felt that the child is not ready to start the nursery more visits will be arranged.

Date policy reviewed: March 2024