



34 St Michael's Park
Bristol BS2 8BW
(opposite the University Library)
Tel: 0117 927 6077
Registered with Ofsted

Bristol University Day nursery

Baby & toddler 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 will have a minimum of three visits to the nursery before they start.
- The visits will last between 30 minutes and an hour.
- Visits are to be arranged between 10.30 and 11.30 for children doing morning or all day sessions, and 2.30 and 3.30 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. They will also be asked about any dietary requirements or allergies that the nursery staff should be aware of, this will be done through a child entry record form.
4. It will be explained that all babies are given freshly made food, cooked on-site which is then prepared to each child's weaning stage (i.e. blended, lumpy, etc), with the aim that they will eventually be offered nursery lunches.
5. It will be explained how the room works, e.g. the routine of the day, the sleep and diet boards, nappy changing etc.
6. 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 20 minutes to one hour with the parent/carer in another part of the nursery. The child is reassured that the parent will be back soon, and the key person will make sure that they continue to interact with the child to build up a bond.
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 both the key person and parents are confident that the child will settle into nursery life.
2. Once again the parent/carer stays on the premises, but leaves the child for 40 minutes to one hour having said "Goodbye" to them. The child's key person 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, reassuring 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.

It may also be beneficial for the child to start by doing some shorter days to start with. This should be discussed between the parent and key person.

Date policy reviewed: Feb 2023