

Settling in Policy

The EYFS seeks to provide: Partnership working between practitioners and with parents and/or carers; and Children learn to be strong and independent through positive relationships. (EYFS 2024)

The company recognises the settling in period is vitally important for all parties as it allows time for the children and parents/ carers to become familiar with the setting and the practitioners who will be caring for them. It also gives time for the parents and/ or carers to share any information about their child, such as dietary need, likes/dislikes, routines, health and development.

We recognise that each child is an individual and some children take longer than others to settle into nursery life. We appreciate you may require some flexibility during this time.

We will routinely offer you four (or 7 hours) settling in sessions when you child starts at our nursery:

	Duration	Parent's Role
Session 1	1 hour	You are required to stay with your child for the first 1 hour in the room where they will be based. This will give you the opportunity to discuss your child's own needs. You will have the opportunity to observe the practice in the room, and ask any relevant questions. You can also go through the All about me form either on paper or through the online journal.
Session 2	1 hour	You are required to stay on site or close by, but not with your child once they have been settled into the room. This will enable your child to experience separation from you for a short period of time, whilst ensuring if they do become distressed you are readily available to comfort them.
Session 3	2 hours	You will drop your child off and settle them in and then leave the site, you must be contactable by telephone so that you can be called and asked to return should your child need you
Session 4	3 hours	This is the same as session 3 but for a longer period, including a mealtime that your child will usually be part of. If your child will be attending all day this would be a lunch time or for children attending afternoon sessions, this will be teatime. This would however be different if your child will be attending for funded only sessions.

Your child may then start their normal schedule, though parents must be aware that we may ask for shortened days during the first week if this is best for their child.

Additional settling sessions of one hour may be offered to children/parents if we feel that it would be beneficial to all parties. If additional sessions are required, parents must be prepared to stay on site during the visit. All settling sessions are included as part of the Registration Fee.

Any deviations will be at the managers discretion and organised directly with the setting.

When a child will be attending the session for fully funded sessions; a registration fee will not be charged and the settling in sessions should be within the funded hours the child will be accessing. This means that the settling in would take place once the funding has started for the given term of funding.

Review of Policy This policy is reviewed annually. Review date – February 2025