



BRIGHT START DAY NURSERY

Settling-In Procedure

The transition between home and the nursery normally requires a period of adjustment for children and parents. The process of separation between child and parent during the nursery day needs to be both flexible and structured and take into account the needs of the individual child. To ensure a smooth settling in period it is expected that on accepting a place parents will arrange to spend time in the nursery with their children. The settling in time helps the child to adjust gradually to the new environment, the nursery staff and the other children.

When a place becomes available parents will be invited to meet the nursery staff, look around the facility and be given an opportunity to discuss the curriculum, parent/nursery links, policy documents, contracts and the admission procedure. All documentation will be provided through email, unless parents request a hard copy.

Following this a first visit will be arranged for the parent and child to spend time in the nursery and this will give the opportunity to discuss any questions the parent may have, the nursery policy documents, registration forms and contracts. The second visit with the child and parent will be arranged to enable the child to join in with activities to support their confidence in the environment. On the third visit the parent can leave the child for a short period of time. Staff will explain that the benefits of this are usually that the child and parents will develop a feeling of trust in the staff and the child will feel more emotionally secure in their new environment. Each child is an individual and may need more preparatory visits, in which case this will be accommodated using a flexible approach.

While we realise that several visits are not always possible, we strongly discourage parents from leaving their child without any preparatory visit. We recommend that you allow ample time to settle the child during the first two weeks so that the child does not feel rushed when entering nursery.

If your child has a special toy or comforter, please remember to bring it so that the child will feel more secure.

In cases where children become distressed at separation staff will help parents/carers to manage the leaving process. We recommend that all parents will explain to the children that they are going and will say goodbye rather than leaving when the child is not looking.

If a child remains unsettled at the nursery and is unhappy throughout the day, staff will support parents in deciding the best possible action. External support and advice maybe sought at this point.