

Apple Tree Day Nursery Settling In Policy.

As outlined during the nursery visit, we welcome all parents / carers and encourage them to be involved in their child's care and education from the onset. Children will ultimately not play or learn if they are anxious or unhappy. Our settling in procedure aims to help parent/ carers and children feel comfortable in the nursery and to ensure that children can benefit from what the setting has to offer. Children need to be reassured and have confidence in the fact that a familiar adult will collect them at the end of their session/day.

We offer parents/ carers three settling in visits, to be made at a convenient time for both parties.

The first visit for one hour is to allow time for parents/ carers and the child to explore the child's allocated areas, meet staff and other children and to go over any necessary paperwork.

On the second visit we request that the parent/ carer takes 10-15 minutes to settle their child and then leaves the nursery premises for 30-40 minutes, before returning and spending a further 10-15 minutes with their child.

Finally, on the third visit we encourage the parent/ carer to act as if it would be a normal session/day and leave the nursery premises for 1 hour.

If at any point we feel that the child is distressed beyond consolation we will contact the parent/ carer to inform them of the situation.

If after following the settling in procedure, the parent/ carer or the Manager feels that this period has not been sufficient in settling the child, the matter will be discussed, to decide the best course of action.

The visits are free of charge.

Reviewed and agreed on

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Next review date 1.1.2016

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