

SETTLING PROCEDURE (BABY ROOM)

To keep the transition from home to nursery as smooth as possible; we follow an effective and flexible settling in procedure to meet the individual needs and circumstances of children and their families.

- We allocate a key person to each child and his/her family before he/she starts to attend nursery. The key person welcomes and looks after the child and his/her parents during the first week.
- The first week of the child at the nursery is called settling in week. Child will attend nursery for shorter hours in the beginning that will be gradually increased after couple of sessions. Child will be gradually introduced to nursery routines during this week. There is no charge for settling in week.

- **1st Settling in Day:**

On the first day, parents are requested to arrive with their child at 10am*. We would request you to stay with your child till 11 am and then take your child home after that.

On arrival the key worker will show you where to hang your child's jacket and bag on his/her peg. She will help the child to change into indoor shoes (indoor shoes). Parents are requested to help the key worker and encourage their child to follow the above instructions.

Parents are requested to take the child around the nursery room along with the key worker to select activity of child's interest or choice. Once the child is engaged in the activity, parents are requested to gradually move away from the child to one end of the room reassuring the child that they will be watching them whilst completing some forms.

Key worker will follow the child to various activities in and out of the nursery room and gradually introduce him/her to various routines.

Parents will be given various settling in forms to complete on the first day to gather as much as information possible about the child with regards to their dietary requirements, medical conditions, sibling information, likes and dislikes and lot more. These will also include Consent forms for collection authorisation, photographs and Terms and Conditions. Parents will be informed of the various Policies and Procedures for effective management and safety of all users and for care and education of the children.

- **2nd Settling in Day**

On the second day parents are requested to arrive at 10am. Parents are requested to stay with their child for half an hour on the second day and then come back to collect them at 11.30 am.

Parent must let their child know that they are leaving by saying bye. Please do not hang around after saying bye to your child. It is important to keep the separation time as short as possible to avoid building any stress or anxiety for the child. Parents would be politely advised to leave as soon as they have said goodbye to their child.

Please be reassured that the key worker will follow your child like a shadow in your absence during settling in week until he/she is confident to go about by themselves. This helps in building the special bond and attachment with the key worker.

During collection time, the key worker will inform parent of their child's settling in and offer advice or suggestions if needed.

- **3rd Settling in Day**

On the third day parents are requested to arrive again at 10am. Parents are requested to help their child to put their belongings on the peg and change into indoor shoes and then say bye to their child reassuring them they will be back in a little while to pick them up.

Parents are requested to collect their child at 2pm on third day.

We understand that some children will settle more readily than others. The above is just a guideline and will be altered to meet the individual needs of the children.

Please ensure that you are informed of the following during the settling in week:

- **Daily Routine**
- **Key workers role**
- **Nursery Policy and Procedures**
- **Terms and Conditions of Contract**

***The start times may vary at different branches. Refer to the nursery procedures where the child attends.**