

## 26 Settling In Policy

We want your child's start at Summertime to go as easily as possible without causing them too much emotional upheaval. We recognise every child's journey in life is different and they will have an individual response to this new chapter of their life.

At Summertime we will help children and parents to achieve this by;

- Asking the parents/carers to visit the setting for an initial viewing/tour of the nursery.
- Asking parents to fill in a registration form and an all about me booklet that gives the setting information about the family.
- Offering settling in visits 3 weeks prior to the initial start date which are free of charge. The Visit visit last about an hour with parent/carer and child together. This gives the child time to have a play and meet their keyworker and for the adult to ask questions and share information on care.  
Visit two last about two and a half hours. The parent/carer stays for a little while and then leaves the child on their own before returning.  
Visit three last about three hours and is on their own and will hopefully include snack or lunch and possibly a sleep.  
If your child is not settling well or there are any concerns, we can book in extra visits or even reduce their hours on their first few booked sessions.
- If your child takes a very extended time to settle while being left in our care we will need to make a charge per hour at the usual rate.
- Working with the parents/carers with regards to their child's routines, likes and dislikes.
- Ensuring that the individual needs of the child and family are known and met including dietary and cultural wishes etc.
- Reassuring parents that they can telephone the nursery to check their child is settling.
- Recalling parents/carers if the child is distressed or unable to settle
- Ensuring babies have their comforter, dummy, special blanket and allow older children to initially bring in a comfort item from home.
- Allocating each child a Key Person. However, all staff will get to know each individual child and can be approached anytime if there are any concerns with regards to settling in.

Cathy White  
Manager  
November 2021