



26 Settling In Policy

Policy Statement

We recognise that every child's journey in life is unique, with individual routines, preferences, and needs. Our aim is to ensure that each child's start at Summertime Nursery is as smooth and positive as possible. We support children and their families during this transition through a personalised and nurturing settling-in process.

Objectives

- To build positive relationships with both children and parents/carers.
- To ensure each child feels safe, secure, and valued from their very first day.
- To gather important information that helps us meet the individual needs of every child.

Settling-in Procedure

Step 1: Initial Contact and Registration

- Parents/carers are invited to visit the nursery for an **initial viewing/tour**.
- Parents complete a **registration form** and an **All About Me booklet**, providing details about the child's routines, interests, and family background.

Step 2: Settling-in Visits

We offer **three free settling-in sessions**, starting approximately three weeks before the agreed start date:

1. **First Visit – 1 hour**
 - Parent/carer stays with the child.
 - Opportunity to meet the key person, ask questions, and share care information.
2. **Second Visit – 2.5 hours**
 - Parent/carer stays briefly before leaving the child for a short period.
3. **Third Visit – 3 hours**
 - Child attends independently.
 - Includes snack or lunch and, if needed, a sleep.

Additional visits can be arranged if required. Please note: further visits beyond the initial three may be chargeable.

Supportive Practices

- We work closely with parents/carers to understand and follow their child's routines, likes, and dislikes.
- We ensure all individual needs are respected, including **dietary requirements, cultural practices, and health needs**.
- Parents are encouraged to **telephone the nursery** to check on their child's progress during the settling period.
- If a child is distressed or unable to settle, parents/carers may be **called to return early**.
- Comfort items are welcomed:
 - Babies may bring **comforters, dummies, or special blankets**.
 - Older children may initially bring a familiar item from home.

Key Person Approach

- Each child is allocated a **Key Person** who builds a trusting relationship with them and their family.
- All staff members also engage with each child and are available to discuss any concerns about settling-in.

Cathy White
Manager August 2025