

# TEDDY BEARS NURSERY

## SETTLING IN PROCEDURES

At Teddy Bears our aim is to ensure a smooth transition into nursery which is pleasant and stress free for the child and parent/carer. Our settling in procedures involve the key worker and parent/carer exchanging information to establish the best approach for each individual child's initial experiences at nursery. All parents/carers are welcome into the nursery and supported during this time to allay any anxieties.

- All children are encouraged to do a minimum of 4-5 visits in the weeks prior to their start at nursery. These will begin with short visits of approximately 1 hour and build up to longer periods according to each individual's response to the nursery environment.
- The visits will be over various times of the day to ensure new children can experience lunch and rest times.
- Staff will work with parent/carers to establish the right amount of visits depending on the needs of the individuals.
- During the first visit parents will be introduced to their child's key worker and may spend time with their child in the nursery if they wish.
- During these initial visits the key person will spend time with the child and begin to build a relationship and ensure they are there to greet the child on each visit as much as possible.
- An information booklet will be provided on nursery procedures and the policy folder is available for parents to read if they wish.
- Parents are asked to read, sign and return our sickness and medication policies. Information concerning our toothbrush procedures is also provided.
- Key workers will provide an information sheet explaining how parents can support their child's development.
- Parents will be required to complete an information sheet in order to provide us with basic facts about their child's likes/dislikes, favourite toys etc...
- Parents are encouraged to telephone as often as they wish to check on their child's welfare.
- All staff will do their utmost to support parents/carers during this time and are there to relieve any anxieties. They will provide advice for the best approach to leaving a child and feedback of children's reactions.

DATE:

SIGNED:

REVIEWED: