

SETTLING IN POLICY

PRINCIPLE

Through many years of experience, we at Primrose Hill believe that one of the main aspects of a child's personal, social and emotional development (PSED) within the nursery is that they can have time to settle in a new environment. Parents also need to use this time to build up a good relationship with the main carers so that when the time comes for the parents to leave their child within our care that they feel comfortable and at ease doing so.

STATEMENT OF INTENT

Primrose Hill believe that:

- Your child must be given the appropriate time to explore and investigate their new environment
- Feel comfortable and relaxed when at Primrose Hill
- Settling in time is of most importance to parents as well as the child
- Parents can also use this time to share any additional information with the staff that has not been stated on the enrolment form or also to chat more in depth about their child's needs
- Settling in time also gives the parents/guardians a chance to build up a good relationship with the staff who will be working alongside their child to make sure that we are doing everything to make the child feel a sense of belonging within Primrose Hill
- We strive to make this a very positive experience for both the child and parent/guardian

PROCEDURE

The following stages are to ensure your child has a happy and enjoyable experience at Primrose Hill.

- Your child/children's placement is booked at Primrose Hill (refer to Admissions Policy for more information on this process)
- Parents/guardians will be contacted before the placement is due to begin by the manager. At this stage a time will be arranged for you and your child to come to Primrose Hill

- We understand that certain times and dates may not suit and we will be very flexible
- Where possible the settling in times and dates will take place on the days which your child will be attending Primrose Hill
- We prefer parents to stay and play with their child for a short period of time on the first occasion. This is to ensure we are meeting both the needs of the child settling but also balancing this against the children already settled within the room. After which, we gradually increase the child's time. This is done very gradually in the best interests of the child and parent. This is along as Department of Health Guidance allows.
- Whilst settling at Primrose Hill the manager who will work alongside the child who is settling in, to ensure that they are happy and enjoying their new environment
- The manager will be the main person whom the parent can discuss their child's needs with
- The manager will also fill in a care plan for each child and all the other information can be recorded on the enrolment form, unless your child has a special requirement. (refer to Primrose Hill's Special Needs Policy for more information)
- If we feel that your child may need more time to settle at Primrose Hill, this will be arranged
- Once the child's settling in times have finished and their placement is due to begin we always reassure parents that they can contact us at any time to see how their child is getting on at Primrose Hill

It is important to remember that children may cry or be upset when leaving parents/guardian's but this is just a natural process and in turn they also settle very soon. If the child was very upset and they did not settle at the nursery we would contact the parent/guardian and ask in the interest of the child if he/she could be collected. If this was to continue then we would review and look at prolonging the settling process. We would stress that each child is an individual and our policy is extremely flexible to best suit their needs.