



Settling in Procedure for Children (For Staff)

New parents are asked to be prepared to spend at least one week settling in their child. This will be a gradual process that reflects the needs of each child. Each child is treated as an individual and some may need more (or less) time at the discretion of the Key Person. **Remember, the children do not know us yet.**

This is an ideal opportunity for the parent to become familiar with staff and the daily routine.

Day One:

The parent and child are invited to attend from 9:30am **up** until 12:30pm.

Day Two:

The parent and child can attend **from 9:30am till 1.00pm.**

The parent is advised not to leave the building without leaving a mobile contact number and to be prepared to return immediately.

Day Three:

The parent and the child can attend **from 9:30am till 1.00pm.**

The parent is advised not to leave the building without leaving a mobile contact number and to be prepared to return immediately.

Day Four:

The child can attend from 11.00 and **up** until 4.00pm. It is advisable that the parent fully settles their child prior to their departure as well as ensuring that they are easily contactable in the event of an emergency or the child becoming distressed.

Day Five:

The child can attend from 9.00 and **up** until 5.00pm. It is advisable that the parent fully settles the child prior to their departure as well as ensuring that they are easily contactable in the event of an emergency or the child becoming distressed.

The above is for 5 days a week

All children will settle in across 5 days, depending on which days they wish to attend

Example 1:

A child attending Wednesday, Thursday and Friday.

Wednesday half day, Thursday half day, Friday full day, Monday half day, Tuesday half day, Wednesday onwards full day.

Example 2:

A child attending Monday, Tuesday and or Wednesday. Monday half day, Tuesday half day, Wednesday full day, Thursday half day , Friday half day.

Example 3

A child attending all week will have 4 half days and 1 full day Monday to Friday.

Children who attend half day

- Parents will be expected to settle children in across the 1st week, taking into account the child's requirements.
- Staff will support parents to leave for a short while on the 1st day and extend this time across the week.
- Children are supported to bring in their comfort objects if it helps them to settle in.
- Parents will need to be available to come back to the nursery at short notice if their child is distressed.