



Under the Willow Settling in Procedure

Day 1

On the first day the child and parents are introduced to the nursery and the practitioners. Parents are encouraged to stay with their child, but we will also encourage the child to explore independently. This session will last approximately 1.5 hours to give the child an opportunity to explore their new environment but feel safe and secure with their parents/carers close by.

Day 2

On the second day the session will last approximately 3 hours. When the child comes to settle we will ask parents to stay with the child in the room for a while, and then leave the room for the rest of the session. We will only allow parents/carers to leave the premises if all the forms provided by the nursery have been completed and returned. However, we will still ask parents to stay nearby.

Day 3

On the third day the session will last approximately 5 hours. For this session we will ask the parents/carers to bring the child into the room and then say goodbye to the child, telling them they will be back in a few hours, and give them a marker such as "I will collect you after lunch" or "Daddy will be here at tea time". The child will be better prepared and has a wider knowledge and understanding which will help them to settle in more easily and adapt to the new changes in a positive manner. This longer session will allow the child to take part in a range of nursery activities.

These three days **do not need** to be consecutive. After these three sessions, you can move your child to a longer day. Wherever possible we would advise a gradual increase of hours, for example Week 1: 8-2; Week 2: 8-4 Week 3: 8-6

We will allocate a key person for your child but please try to get to know all the practitioners and teachers in your child's room as the key person may not always be in the nursery. Show in your own behaviour that you are confident and happy about your child's next important step.

We understand that settling in can vary between children as every child is unique. Settling a child into a new setting can be challenging for both the child and the parent, so we have provided you with some useful advice (see below)

Advice on Settling

- If your child has never been away from you, they might be upset when you're suddenly not around. Before they start at a nursery, try leaving them with relatives or friends for short amounts of time, such as 15 or 20 minutes, and increase it gradually. If your child is old enough to understand, you can explain to them that you're going away for a short time and will be returning.
- Although you may be feeling as anxious and emotional as your child, try to stay cheery and confident as children will pick up on your feelings of apprehension.
- It is important when your child starts at nursery to let the child know when you are leaving. Please don't tiptoe away hoping they don't notice. Yes, you might avoid some initial upset, but your child will be MUCH more distraught if they feel you tricked them, and they won't trust the nursery either! Please tell your child you are going and will be back after an activity, for example story time.
- As much as possible, if your child walks independently, try to let him or her WALK into the room rather than be carried. This makes your departure feel less dramatic (and less of a physical wrench) to the child. This is good advice that applies every time your child arrives at nursery.