**Castlemilk Day Nursery**

**Settling In**

**Rationale:**

Settling in essentially begins when an offer of a nursery place is made therefore the Head of centre and all staff have a responsibility to ensure that both parent and child feel welcome and comfortable from their very first visit when they come to complete the application/enrolment forms.

**Aim:**

That every parent/carer and child feel welcomed, supported and comfortable in the nursery.

**Application and enrolment visits:**

Parent meets with Head of centre to complete relevant forms and discuss child’s individual needs and requirements. Child should be invited to join in playroom activities or may stay with parent preferred. parent and child should be shown round nursery and introduced to staff members before leaving.

**Settling in programme:**

This may vary each year. The general guidelines for each child’s first week are as follows:

**Day one:**

* Parent and child stay in the playroom for about 1 hour.
* Introduce child to key worker.
* Ask parent to fill in Care plan.
* Do not force parting between parent and child.
* Encourage parent to visit areas with their child.
* At end of session advise parent what time to return.

**Day two:**

* Welcome child and parent.
* Show child coat and peg area with name and photo.
* Ask child what he/she would like to do.
* Inform parent/child what is planned for next day.
* Increase time for day three.

**Day three, four and five:**

The parent will have less time spent in playroom. By day five children should feel secure within their environment.

**Role of staff:**

* To contribute to and maintain a positive and welcoming atmosphere.
* To support parent and child to settle into nursery.
* To develop positive relationships with parent/carer and child.
* To respond to questions or queries parents may have.
* To monitor child.
* To inform Head of Centre of any concerns/difficulties or any new information given by parents.

**Always remember the process outlined is a guideline only, at all times the individual needs of parent and child should be taken into consideration.**

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| This policy was rewritten: | October 2018 |
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