**Cygnet Nursery **

**Settling-In Policy**

At Cygnet Nursery we want children to feel safe and happy within our setting as well as to feel secure and comfortable with our staff. Also we want parents to have confidence in both the child’s well-being and to build an active partnership with our staff. At Cygnet we aim to be flexible with our daily routines, and as far as possible to cater to individual needs particularly for the younger children.

New children – first orientation visit.

1. Introduction (to Parent and Child) of staff in the room e.g names of staff, introduce Key-Person, staff qualification, other certificates held or specific training i.e Paediatric First Aid, Basic Food Hygiene, EYFS, Baby Years, 2 Year olds etc. Explain days and hours staff work, Ratio in room, Maximum children in session etc.
2. Explain the orientation process. First visit is to explain how we do things, Second is where child is left for approx one hour (without parent) – parent may wish to stay on premises, Third visit for child and parent to experience a longer session. Fourth and subsequent visits can be added if child is not settling well or if parent requires more time.
3. Daily Routine – Go through general routine. (Explain to parent of Nest age child that we will continue to follow Mum’s routine)
4. Show a daily report – Explain that they will receive one every day and what each section will detail. Explain that every 4 months they will receive an overall development report.
5. Key-Person System – Explain that the Key-Person will complete the intimate care i.e Nappy changing / helping to eat etc. They will become a ‘special person’ to the child and its family and it will be them that produce the Progress Reports. Explain why we use this system and the ‘Buddy’ system for when Key-Person is absent.
6. Medication – Explain we will only give Calpol in an emergency situation such as to lower a child’s temperature if parent is delayed picking them up. They should however make every effort to have someone available if they themselves work a distance away or have a job that cannot be immediately left. We can give prescribed medication if we are given the original packaging from the pharmacy detailing name of patient and dosage etc. Also show parent the forms giving us permission to administer and also the form that will detail time and dosage medication was actually given (explain sleep may cause time delay etc). We can also give non-prescribed medication if we have a covering letter.
7. Child Illness - Stress the importance of children being collected promptly when unwell, also our exclusion policy for infectious diseases. Again ensure each child has someone able to pick up immediately, if necessary.
8. Paperwork - Go through entry record and ensure all areas are completed. Ensure child has a password in place on the paperwork.
9. Other permission – Ensure we have permission slip completed. Explain what this covers and also other permission such as Administering Suncream.
10. Food – Explain food options for lunch. Younger children also have Formula or breast milk provided by parent.
11. Nappies – Explain parents supply suitable nappies.
12. Comforters – Ask about Comforters for sleep i.e child can bring in dummy, blanket etc. Also spare clothes in a labelled bag.
13. It would be good practice to show parent the Sleep Room, Dining Area and Garden so that parent is aware of all areas their child will spend their day (as parent’s initial visit to Cygnet may be several months ago).
14. Children who have not previously spent time away from home or parents of those children who have had a period of absence for whatever reason, may need extra time to settle or resettle.

On second visit

1. The EYFS framework, the Characteristics of Effective Learning with the Prime and Specific Areas and the Cygnet Learning Journey will be shown and explained.

At all times parents will be encouraged to phone the nursery to ensure their child is happy.

The nursery Settling-In procedure is reviewed annually to ensure its effectiveness with regard to practise in the setting.

*(Policies & Procedures) Reviewed & Updated: March 2021 By: TW / Next Review Due: March 2022.*