



Thornhill Nursery Settling In Policy 2 Year Olds

We want children to feel safe and stimulated and happy in the setting and to feel secure and comfortable with staff. We also want parents to have confidence in both their children's well-being and their role as active partners with the setting.

Parents and Carers will play a key part in the staff assessing their child's development and will be asked to share and celebrate their achievements and developmental milestones through a special 'Learning Journey', All About Me and 'At home I can...' stars shared by parents, staff and the child. The Key Person will also do a Progress Check between the ages of 2 years and 3 years old again parents are part of this process.

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Thornhill Nursery is a welcoming place where children settle quickly and easily because consideration has been given to individual needs and circumstances of children and their families. We offer each child a Key Person and a Buddy who supports the child when a member of staff is absent.

Procedure

- A Key Person will be allocated before the child starts but if when the child settles they 'prefer' to go to another member of staff then where possible they will then be the child's Key Person
- The Key Person is responsible for settling the child into our setting.
- The Key Person offers unconditional regard for the child and their family and is non-judgemental.
- The Key Person works with the parents to plan and deliver activities that the child has an interest in and supports their well-being, care and learning.

The Key Person is the key contact for the parent or carer and has links with other carers for the child such as a child-minder. They will share appropriate information about the child's development. They will support transitions to school.

Children may do different things at home than they do in the setting, so we need to build a full picture.

We promote the role of the Key Person as the child's primary carer in the setting and as the basis for establishing relationships with other staff and children.

Before a child registers or starts at Thornhill Nursery School we suggest they can visit the setting with the parent/carer and be shown round the setting. We recommend that an appointment is made to ensure a member of staff is available to conduct them and show them around but will

accommodate an on the spot visit if possible. After registration, a letter will be sent to parents/carers saying when their child will start nursery. Nearer to the starting date a home visit time and date will be arranged and a letter sent to inform parents/carers of this.

The home visit

This can be very special for a child – often children remember for a long time who came to visit them and what they did. The home visit gives us helpful information about the child and it enables the child to begin an attachment with the key person on “home territory”. Parents/carers can expect the Nursery teacher and Nursery Nurse to come and visit the child in their home environment to gain a better understanding of the child, likes and interests. Home visits have many benefits for both parent/carers and staff. For parents and children, a visit gives them the opportunity to meet the key person in a safe environment where they feel confident and at ease.

The visit provides the opportunity to:

- Establish early, positive contact
- See children in their own familiar setting
- Meet other family members, people and pets who are important to the children
- Understand the anxieties children may feel when starting nursery, and also understand the wealth of learning that goes on at home.

Once the home visit has been completed, parents will be given a start date to start the settling in process if this has not already been done.

We appreciate that parents/carers have different situations and staff will work with you to overcome any challenges and support your child the best way we can.

Young children can take longer to settle in, as will children who have not been away from home before. Children who have a period of absence may take time to settle again. Please work closely with your child’s Key Person and acknowledge their experience in this field to support your child settling in. Parents can initially stay with their child a while until they feel happy they have settled and have formed a relationship with their Key Person. They become familiar with their surroundings and are pleased to see other children and staff.

When parents leave, we ask them to say goodbye and wave goodbye to their child and that they explain in simple terms they will be coming back.

All children are different and we will do all we can to support your child to settle in. They may cry for a while but if when you have gone they stop straight away or if they become too distressed we will contact you to put your mind at ease. We would not let a child continue to cry inconsolably but ask you return if possible to settle them. If you would like, photos of family and parents can be displayed in the setting as they would at home.

The seven stage settling-in plan for 2 year old often goes like this:

- **Stage 1**
Home visit
This can be very special for a child – often children remember for a long time who came to visit them and what they did. The home visit gives the nursery staff helpful information about the child and it enables the child to begin an attachment with the key person on “home territory”. The Nursery teacher and Nursery Nurse will visit the child in their home environment to gain a better understanding of the child, likes and interests. Home visits have many benefits for both parent/carers and staff. For parents and children, a visit gives them the opportunity to meet the key person in a safe environment where they feel confident and at ease.

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- Stage 2
Child and parent play together with the key person joining in
 - Stage 3
Key person and child play while parent looks on
 - Stage 4
Key person play while parent is in sight e.g. reading a magazine
 - Stage 5
Key person and child play while parent drifts in and out
 - Stage 6
Key person and child play whilst parent tells their child that she has to 'pop out' to get something and returns immediately
 - Stage 7
Key person and child play whilst parents tells their child that she has to 'pop out' to get something but returns five minutes later
 - Stage 8
Finally, it is for you to judge – with the support of the key person – when the child is ready to be left in the School with the staff.
The child may be sad at the moment of parting, but if the settling in process has gone well she or he will be able to manage this with the support of the key person and other members of staff. If the child continues to be upset after the parent/carer has gone, we would contact them and would not put the child through an ordeal. It is still important for the parent/carer to say goodbye to the child clearly, so that the child knows what is going on and can express how he or she feels about it. Some parents find it easiest to set a limit on how long they will stay at dropping-off time, for example "I'll read two books with you and then it will be time for me to go." It is up to parents/carers how to manage this, but they are free to ask for support or advice if it will be helpful. It is not uncommon for a child to settle very well into the nursery, and then unexpectedly a few weeks later to find it difficult to come in. This might be for any one of a variety of reasons, and again we will offer our support or help if you would like it.

At any stage of the process

If parents/carers would like to talk to someone, or need ideas, or support, or help, they should talk to their child's key person, or the Nursery teacher. It is best to arrange to do this in a private space, not in front of the child. As staff, we are committed to working closely and supportively with parents and carers. We look forward to developing a relationship with you.

What will happen in the settling-in period?

All children are different. We have given a rough guide below to the stages most children go through when settling-in.

Stage 1

Home visit before starting nursery

Stage 2

Parent/carer and child spend an hour together in the nursery.

Stage 3

Parent/carer leaves for 5 – 10 minutes towards the end of the hour session then picks up and returns next session.

Stage 4

Child spends half an hour in the nursery without their parent/carer.

Stage 5

Child builds up to 1 hour in the nursery without their parent/carer.

Stage 6

Child builds up to 1½ hours in the nursery without their parent/carer.

Stage 7

Child builds up to 2 hours in the nursery without their parent/carer.

Stage 8

Child spends up to 3 hours in the nursery.

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