

## **Child Induction and Settling-in Policy:**

Leaving your child at nursery for the first time is stressful but by working together, exchanging information regularly and taking part in nursery life whenever possible, this difficult time will become a very positive experience for all of us. Our teams are highly experienced at helping children settle in and quickly adapt to daily life in our nurseries. To do this we ensure the whole process is an enjoyable experience by developing a close relationship between the nursery team and your family. We also encourage you to play as active a role in nursery life as you would like to.

At Merry Kidz, we want children to feel safe, stimulated and happy in the absence of their parents, to recognise other adults as a source of authority, help and friendship and to be able to share with their parents the learning experiences enjoyed in the setting.

We will like to make Merry Kidz a welcome place where children settle quickly and easily because consideration has been given to the individual needs and circumstances of children and their families.

In order to achieve this:

- Before a child starts to attend the setting, we use a variety of ways to provide his/her parents with information. These include

Introduction of all Staff

Forms to fill in:

Consent forms for photos to be taken

Consent forms for outings within the immediate environment

Start and finish times

Nursery Closure/Holiday Dates

Go through Policies and Procedures

Explanation of Key Person system

Discussion about mealtimes and snacks offered

Show where toilets or changing areas are.

Make them aware that they must feel free to be able to talk to any member of staff with any queries or questions they may wish to ask at any time

Go through daily routine

Explain record keeping and observation system

Show Ofsted Standards

- Inform Parents about access to our policies through our website.
- Ask Parents to sign the Parent Agreement Form
- Arrange for a visit time with Parents to discuss your child's routine, needs & meals etc
- Arrange 3 trial sessions, when your child will stay with us for a short time before the starting date. First day is 1 hour, second day is 2 hours. Third day is 3 hours.
- Within the settling in week, we discuss and work with the child's parents to create their child's record and establish a starting point.

Children cannot play or learn successfully if they are anxious or unhappy. Our settling in procedures aim to help parents and children to feel comfortable in the setting and to ensure that the children can benefit from what the group has to offer and feel confident that their parents will return at the end of the session/day.

We request that you provide us with details of your child's requirements and preferences prior to their first visit. This means that their Key Person will then be equipped with the knowledge to ensure they can welcome and settle your child into nursery life with all the information you have offered. No question is ever a silly question, and we encourage families to take an active role in nursery life.

Read books about 'the first day' with your child to prepare them for the experience. 'My First Day at Nursery' by Becky Edwards and Anthony Flintoff and 'Maisy Goes to Playschool' are two that have been tried and tested by some of our parents.

If this is the first time your child is going to be separated from you, you could help them prepare by spending short periods of time apart in the run up to their first day.

On the Big day

We will spend quality time getting to know your child on their first full day, providing relaxed opportunities for them to choose what they play with, observing what makes them tick, their personality, likes and dislikes. This information is invaluable to your Key Person and helps them to plan experiences, activities, opportunities and games for your child.

Try not to be too anxious about leaving your child if he or she is crying. Our staff are experienced in dealing with these situations and have strategies to help them. We are always happy to arrange extra settling-in sessions if either you or we feel they would be beneficial. With a smile clearly explain that you will see them later. Aim not to prolong the goodbye, as hard as this maybe, trust us, it is better for your child, they can then focus on getting on with their day.

We also have an online parent app called Blossom which we use for many tasks including sending pictures, videos and observations to parents and from feedback, it keeps parents updated about their child/children's progress at nursery