



# The Lyme Nursery

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## Settling in Policy

The Nursery recognises that all babies and children are individuals. It is important to us therefore that our settling in procedure reflects their individuality by offering parents a tailor made settling in process that is flexible enough to suit your child's needs and your own family/work commitments.

The settling in procedure varies in length depending on the age and requirements of each child. The settling in process is free of charge as part of our Partnership with Parents commitment but a £50 deposit is required to secure a place.

# Settling in procedure for Babies

## Routine Sheet

The Nursery encourages baby parents/carers to send in a current routine sheet outlining your baby's daily routine. It is very helpful if you can give as much detail as possible about your baby for example:-

- Sleep times
- Bottle feeding instructions
- Weaning information (if relevant)
- Comforters (dummies, blankets, teddies or favourite toy)
- Nappy changing information
- Anything else of importance e.g. words used or favourite nursery rhyme (it all helps)

Staff enjoy receiving the above information and find it extremely helpful.

## First Visit

Please telephone the Nursery on 01782 616188 to organise a first visit approximately one month prior to starting your baby's placement.

Staff will organise a suitable date for you to visit the nursery with your baby. This first visit usually lasts about half an hour and is very informal and we ask for a parent/carer to stay. If possible please bring with you the above routine sheet.

## **Free Tasters**

During your first visit to the Nursery the baby room staff will find time to organise with you to come again for a second visit or taster. The tasters are all free and whenever possible organised at a time that is mutually convenient to everyone. The free tasters are usually arranged to start off with for approximately half an hour, in which the parent/guardian can stay to help with settling for both child and parent/guardian and building up to two hours where parents are encouraged to leave their child for this short length of time. If there are any concerns with how the child is settling then the parents would be contacted.

All children are requested to supply their own individual drinking water bottle or age appropriate container which the Nursery keeps filled each day in order to promote independence and healthy choice though the Nursery will supply if needed. Each child's drink bottle is clearly labelled and cleaned daily.

Most parents are a little bit nervous at first when leaving babies for the first few times and this is to be expected. With gentle steps and lots of reassurance parents usually overcome their nervousness. It is important for parents to recognise that their feelings are very common and not to become over anxious. Staff are here to help and you can telephone as often as you like during either the taster sessions or at anytime once your child has started at the Nursery.

# Settling in Procedure for Tiddlers, Toddlers, Juniors, Seniors and Pre-school Children

## Routine sheet

It is helpful if parents / carers make a list of their child's normal daily routine. You may wish to include some or all of the following:

- toileting arrangements, potty training needs, nappy changing requirements
- eating habits e.g. good / poor eater, dietary requirements
- sleeping arrangements, e.g. length of sleep required, comforter etc.
- general likes and dislikes, favourite toys, songs, stories

The above list helps staff to ensure your child's personal needs are taken care of right from the start and forms an important part of our partnership with parents process.

## Free tasters

Parents are invited to arrange free tasters to help settle their child into the Nursery. The first taster is arranged usually for half an hour with the parent. Staff are always on hand to chat to you and often will support parents to have the confidence to leave their child after about 10-15 minutes. If parents leave children on taster visits then it is important that a current mobile number is left with staff in case a problem may occur. Parents can have up to 6 free tasters to enable their child to settle (please negotiate with staff re frequency and length of tasters). It is always helpful if this settling in process is done properly to enable a bond to form between staff, parents and child.

All children can bring in their own cup or the Nursery can provide an age appropriate container which the Nursery keeps filled each day in order to promote independence and healthy choice. Bottles and containers are named and returned each day for cleaning and personal hygiene purposes.

Parents are often nervous during the settling in process and it is important for them to realise that this is normal. Staff are around to help you and you are welcome to telephone the Nursery as often as you require either during the settling in process or at anytime once your child has started the Nursery.