



**Policy statement**

It is of paramount importance to this nursery that all children in the nursery should be treated with great care and consideration. A new child should feel comfortable, cared for and integrated into the life of the nursery as quickly as possible.

**Procedure**

During the first induction session, the parents or carers should stay with their child to avoid the stress of separation on the child at their first visit.

It is our policy that, so far as is possible, nursery sessions should run in the normal way when a parent or carer is present.

The parent or carer should be able to see the regular pattern of what happens during the day, how the staff cope with anything unexpected and in particular they should be able to see the level of care received by all children in the nursery.

When a child starts nursery, we are happy to receive telephone calls from parents or carers at all times. We fully understand that parents and carers are concerned about that child's welfare and are likely to feel upset at leaving him or her in someone else's care. We will aim to alleviate these fears but if a child is very upset, it is our policy to tell the caller, thus giving the caller the option of calling again to see if their child has settled.

If a child remains very upset, it is the policy of this nursery to call the parent or carer and discuss our concern.

To support the settling in process, we may suggest introducing a shorter session time with building up to a full session when ready. We will also offer a home visit to all families before the child's first session.

Children are welcome to bring a familiar toy and photographs of familiar people to support the settling in process.

---

Signed for and on behalf of Foxglove Nurseries

Lindsey Harvey (Principal) :

Date :

---

POLICY 13 – PROCEDURE FOR SETTLING CHILDREN INTO NURSERY		Issue Date: Oct 2024	Page: 1 of 1
Document Owner: Lindsey Harvey (Principal)		Next Review Date: Nov 2025	