

## Settling-In Policy

**Parental Visit** The parents/carers are invited into the Nursery. Parents will be given a tour of the Nursery where they will get the chance to view the facilities and meet the staff. They will be able to discuss any issues with the Nursery Leader before registering their child with the Nursery.

**Stay & Play Session** The parents/carers are invited to bring along their child for a short visit into the Nursery. Here the child will be able to spend some time in the classroom, meet their key person and join in the activities with the other children, whilst the parent/carer can ask any remaining questions they might have, and also complete all the additional admission paperwork.

**First Day** Parents/carers are welcome to remain with their child in Nursery until they feel comfortable to leave them. Children may bring to Nursery a comfort object if they so wish.

### Key Person

Each child that attends Nursery will have a named key person. The key person will explain the Nursery day, assist parents/carers with form filling if necessary, and answer any questions or queries they may have. The key person will discuss a child's likes and dislikes, and any special needs/care or dietary requirements and record them as appropriate.

After a child's pre-visit, and when the parent/carer feels ready to leave, that child's key worker will stay with that child to ensure that their Nursery stay is a happy experience. They will provide security, comfort and reassurance if a child becomes distressed.

The key person will encourage a child to participate in the Nursery routine and activities, gaining confidence and independence and will help a child with their toilet routine if necessary.

When practical, the key person will join their key children at lunch and snack times to encourage social skills and develop manners.

The child's key person will record development and progress within the Nursery environment. Parents/carers are encouraged to contribute to their child's records by sharing home learning experiences and events, and will have access to them at any time. Greatstone School Nursery will record a child's achievements according to the DFES Early Learning Goal guidelines for the EYFS, and will provide an appropriate curriculum for the Nursery children.

The key person will be available at the beginning and end of each session to keep parents/carers informed of their child's progress. Key persons will be available for assistance/meetings with any matters relating to a child. They are put in place to help. They will offer support to families where engagement with specialist support providers is deemed necessary.

The key person will update the Nursery Leader or Early Years Teacher regularly on progress and development.