



Bumble Bees Day Nursery & pre-School

Settling in policy

Statement of intent

We want children to feel safe, stimulated and happy at Bumble Bees 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 our active partners.

Aim

We aim to make the nursery 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.

Methods

- Before a child starts to attend the nursery, we use a variety of ways to provide his/her parents with information. These include written information (including our prospectus and policies), displays about nursery activities and individual meetings with parents.
- We provide opportunities for the child and his/her parents to visit the nursery.
- Because we are a small nursery we can ensure that all staff are aware of any relevant information about each child.
- When a child starts to attend, we work with his/her parents to decide on the best way to help the child to settle into nursery.
- We allocate a key person to each child, before she/he starts to attend; the key person welcomes and looks after the child and his/her parents at the child's first session.
- We use pre-start visits and the first session at which a child attends to explain and complete with his/her parents the child's registration records.
- Within the first four weeks of starting we discuss and work with the child's parents to create their child's record of achievement.

Policy Updated January 2023