



STARFISH NURSERY SETTLING IN STARFISH NURSERY POLICY

Statement of intent

We want children to feel safe, stimulated and happy in Starfish Nursery and to feel secure and comfortable with nursery staff. We also want parents/carers to have confidence in both their children's well being and their role with the Starfish Nursery.

Aim

We aim to make the Starfish Nursery a welcoming place where children settle quickly and easily because consideration has been given to the individual needs and circumstances of children and their families.

Methods

In order to fulfil these aims:

Before a child starts to attend Starfish Nursery, we use a variety of ways to provide parents/carers with information. These include:

- Written information including our welcome pack and policies which are available on request;
- During the term before a child is enrolled, we provide opportunities for the child and parents/carers to visit the Starfish Nursery for a pre-visit. Occasionally more than one may be needed;
- We allocate a keyperson to each child and their family before they start to attend. The keyperson welcomes and looks after the child during the session. Their role as keyperson is to ensure that every child's learning and care is tailored to meet their individual needs, to help the child become familiar with the setting, offer a settled relationship for the child and build a relationship with their parents. The keyperson will seek to engage and support parents/carers in guiding their child's development at home and help families engage with more specialist support if appropriate;
- All paper is completed by HR before the child starts.
- Whilst the child is being settled into the nursery with the key person we welcome parents to stay close by in the reception area.
- If the child is unwell we would contact reception for the parent or carer to come back into the nursery.

This policy was adopted for Starfish Nursery.

Name: Mrs Angela Malanczuk

Position: Manager

Signature:

Date: