



# Faith Montessori Nursery

262-264 Stanstead Road, Forest Hill SE23 1DE Tel: 0208 2918580 Email: info@faithnursery.co.uk

*Partnership With Our Children*

## Settling-in Policy

We aim to provide care and education for a wide range of children in environments that enable children to feel safe and supported, thereby extending their learning and development. We use our settling in policy to help promote the care, education and well-being of your child and to welcome and thank you for choosing Faith Montessori Nursery.

The next stage is to begin the process of making you and your child a part of the setting and ensuring that both of you feel valued. Whether this is the first childcare setting that your child has attended or this is a move from another setting, we aim for a common outcome; to ensure that the transition into nursery is as positive an experience as possible.

We appreciate that this transition can be a difficult time for both adult and child and that the reasons for finding childcare varies from family to family.

We offer several 1 hour stay and play sessions and a 3.5 hour play, lunch and sleep-time session, free of charge, over one to three weeks where time is planned to settle children before they start nursery.

### Plans

We offer three settling-in plans:

- A. The Three Week Plan
- B. The Two Week Plan
- C. The One Week Plan

*The nursery will always try to ensure that your selected option of one of the three plans above is delivered but the nursery cannot always guarantee that you will always get your preferred option as delivery of your required option depends on staffing requirements in the selected weeks.*

*The nursery reserves the right to select the days/times for the settling sessions and this might not necessarily be on similar days/times to your child's required attendance.*

### **Three Week Plan**

#### **Week One**

1. Day 1: (9:45am - 10:45am) - One Hour  
You arrive with your child for an hour's visit & complete all the necessary paperwork at the nursery or at home and take your child home at the end of the session usually when he/she is engrossed in play & looking forward to coming back again.
2. Day 2: (9:45am - 10:45am) - One Hour  
You arrive & stay for 10 mins handing back all additional paperwork & leave the nursery, saying goodbye for up to an hour.



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## Week Two

3. Day 3: (9:45am - 10:45am) - One Hour  
You arrive & stay for 10 mins & leave the nursery, saying goodbye for up to an hour.
4. Day 4: (9:45am - 10:45am) - One Hour  
You arrive & stay for 10 mins & leave the nursery, saying goodbye for up to an hour.

## Week Three

5. Day 5: (10:30am -2pm or 9am -12noon) - 3 Hours or 3.5 Hours  
You arrive & stay for 10 mins & leave the Nursery, saying goodbye for up to 3 or 3.5 hours usually crossing over a mealtime & sleep-time. The 3.5 hour option is for a mealtime and sleep-time and the 3 hour option is if your child is not sleeping.

## Two Week Plan

### Week One

1. Day 1 (9:45am - 10:45am) - One Hour  
You arrive with your child for an hour's visit & complete all the necessary paperwork at the nursery or at home and take your child home at the end of the session usually when he/she is engrossed in play & looking forward to coming back again.
2. Day 2 (9:45am - 10:45am) - One Hour  
You arrive & stay for 10 mins handing back all additional paperwork & leave the nursery, saying goodbye for up to an hour.

### Week Two

3. Day 3 (9:45am - 10:45am) - One Hour  
You arrive & stay for 10 mins & leave the nursery, saying goodbye for up to an hour.
4. Day 4: 3/3.5hours (10:30am -2pm or 9am -12noon) - 3 Hours or 3.5 Hours  
You arrive & stay for 10 mins & leave the Nursery, saying goodbye for up to 3 or 3.5 hours usually crossing over a mealtime & sleep-time. The 3.5 hour option is for a mealtime and sleeptime and the 3 hour option is if your child is not sleeping.

## One Week Plan

### Week One

1. Day 1 (9:45am - 10:45am) - One Hour  
You arrive with your child for an hour's visit & complete all the necessary paperwork at the nursery or at home and take your child home at the end of the session usually when he/she is engrossed in play & looking forward to coming back again.
2. Day 2 (9:45am - 10:45am) - One Hour  
You arrive & stay for 10 mins handing back all additional paperwork & leave the nursery, saying goodbye for up to an hour.
3. Day 3: 3/3.5hours (10:30am -2pm or 9am -12noon) - 3 Hours or 3.5 Hours  
You arrive & stay for 10 mins & leave the Nursery, saying goodbye for up to 3 or 3.5 hours usually crossing over a mealtime & sleep-time. The 3.5 hour option is for a mealtime and sleep-time and the 3 hour option is if your child is not sleeping.

It is our policy that so far as is possible the nursery sessions will run in a normal way when a parent/carer is present, so that parents can see the regular pattern/routine of the day. Some children settle quickly while



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others may take longer, this will vary according to your child's age, individual needs and stage of development; prior experience with other setting and the number of sessions that your child will be attending.

To help with the transition each child will be allocated a key worker who will be responsible for ensuring the settling period works smoothly ( see our separate **Key Worker Policy**). We will take information about your child before settling in begins and continue to do so during the settling in process (please refer to our 'All about me' forms). This gives us an insight into your child's individual needs and also serves as a summary of children's current care and development status, because our planning is based on what your child can already do.

All new children should feel comfortable, cared for and integrated into the life of the nursery as quickly as possible. During settling in, we will:

- Share and exchange relevant information and give you time to peruse all of the nursery policies and procedures, including Daily Reports; Child Profile (observations and development); Reward stickers and certificates for children;
- Inform all staff not just the key worker that the child will be settling in and plan for additional support to accommodate your family's needs;
- Organise to have your child's name and photo put on a peg to make him/her feel welcome, special and recognised.
- Respect all family circumstances, including those who are unable to stay for long periods.
- Promote positive attachments with your child by:
  - Being 'emotionally available', i.e. ensure that we have time for each child, bending down to their level when speaking and listening, allowing them time to talk without interruptions.
  - Promote self-esteem for you and your child.
  - Promote confidence in you and your child.
  - Form strong, positive relationships with you (see our **Partnership with Parents Policy**) and your child.
  - Always exercise positive spoken and body language, ensuring approachability, friendliness, smiles, relaxed body posture, eye contact and a gentle touch.

The stages we follow for settling are by no means inflexible because every child is unique and will have individual needs. However, the following stages are loosely followed during settling-in:

- You or a family member will stay with your child for the first session.
- Depending on how the first session goes, the next sessions might last slightly longer. You will only stay for part of this time, but please be local in case your child becomes distressed.
- The final visit consists of you leaving your child with us for the 3 hours or 3.5 hours, but again, please be local in case we need to contact you.

When your child starts nursery, we are happy to receive telephone calls from you at any time to see how they are settling in. Please note that children will not be taken on outings until they are completely settled.

Thank you for taking the time to read this policy and we look forward to working in partnership with you to ensure a smooth transition into Faith Montessori Nursery.