

Bambino Ltd

Settling In Policy

Version	Date	Author	Comments
1.0	07/2008	Bambino Ltd	Initial release and adoption of policy
1.1	28/09/2011	Scott Roberts	Introduction of version control

Settling In Policy

Statement of intent

We want children to feel safe, stimulated and happy in the nursery 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 active partners with the nursery.

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, information days and evenings and individual meetings with parents.
- 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 the nursery.
- We allocate a key person to each child and his/her family, 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 operate a buddy key person system so that in the absence of the first key person, a named member of staff will welcome the child.
- We offer several trial visits/sessions, if required, for a child starting to attend the nursery.

