

# Green Lane Pre-School Ltd

45-47 Green Lane, New Malden  
Surrey KT3 5BU  
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## SETTLING-IN POLICY

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

### Aim

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

### Methods

- Before a child starts to attend the nursery, we provide his/her parents with our prospectus.
- Before a child is enrolled, we provide opportunities for the child and his/her parents to visit the setting, they are entitled to a free induction with their parent (s) to enable the child to be familiar with the setting on their first day.
- We allocate a key worker to each child; the key worker welcomes and looks after the child and his/her parents at the child's first session and during the settling-in process.
- When a child starts to attend, we explain the process of settling-in with his/her parents and jointly decide on the best way to help the child to settle into the nursery.
- We have an expectation that the parent, carer or close relative, will stay for a little while during the first week, gradually taking time away from their child, increasing this as and when the child is able to cope.
- Younger children will take longer to settle in, as will children who have not previously spent time away from home. Children who have had a period of absence may also need their parent to be on hand to re-settle them.
- We judge a child to have settled when they have formed a relationship with their key worker; for example the child looks for their key worker when he/she arrives, goes to them for comfort, and seems pleased with them. The child is also familiar with where things are and is pleased to see other children and participate in activities.
- When parents/carers leave, we ask them to say goodbye to their child and explain that they will be coming back.
- If a child does not settle we will talk to the parents and work together to make the child settle.

Date: January 2025

Signature: Giovanna Hasham (Nursery Manager)