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**Settling In Procedure**

Little Stars Nursery staff wishes to provide the best possible care for all children in partnership with parents and carers.

In order to do this, we arrange settling in period for each child and parent/carer to become familiar with the Little Stars Nursery routine, establishment and staff. It is also especially important for the child to develop a positive relationship with his/her allocated key Worker so that he/she feels confident and secure when his/her parents leave them.

Every child is different and the settling in period can vary, for some children, it will be their first experience of separation from a familiar person; however, this can usually be achieved in one or two weeks. The length of time a child spends at Little Stars Nursery and the length of time they are being left will gradually be extended until the agreed hours are reached. How quickly this is achieved will be discussed and agreed between the parents/carers and the allocated Key Worker.

Please be patient, the settling in process can take time and commitment. We at Little Stars Nursery think it is an important process, which not only enables children to settle happily and confidently into the Nursery, but it also gives parents the opportunity to do so as well.

When a child attends the Little Stars Nursery for the first time, the parent is asked to allow for at least a week to permit for the settling in process to take place. Part-time children should/will be settled in on a full-time basis if at all possible. In some emergency admissions, however, it will not be possible to follow these procedures. Each child’s allocated Key Worker will be responsible for this settling in period.

**Typical First Week**

**Day One:**The child attends Little Stars Nursery for 1-2 hours with parent/ carer and spends time with their allocated Key Worker and the other children.

**Day Two:**The child attends for an extended period (three hours, including lunch if the child stays for lunch) with parent/carer. Parent/carer stays with the child for the first half an hour then leaves the Little Stars Nursery for 10-15 minutes, if the child seems happy, the parent/carer will stay in the building, then return to spend the remaining time with the child.

**Day Three:**The child attends with their parent/carer for most of the day/ half a day. The parent/carer will stay with the child for most of the session. The parent/carer stays with the child for the first half an hour then leaves the Little Stars Nursery for an hour, if the child seems happy, the parent/carer should return at lunchtime to sit with their child.

**Day Four:**The parent/carer settles their child for 15-20 minutes then returns after lunch.

**Day Five:**The parent/carer settles their child then leaves for most of the session, returning only if their child becomes distressed.

The settling in period may differ from child to child and is carried out at the child’s own pace as far as possible, so this may take longer than a week. Even though a child may appear to be initially unconcerned about whether the parent/carer stays or leaves, the parent/carer will be asked to stay as planned in case they change their mind later. The child’s allocated Key Worker will adapt the settling in the procedure to suit the individual child and liaise with the parent/carer and the Little Stars Nursery Manager about your child’s progress.

DUE TO COVID, THESE PROCEDURES MAY VARY. PLEASE CONSULT WITH THE NURSERY MANAGEMENT TEAM FOR MORE INFORMATION!

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