

## **Settling In Policy**

*Parents/carers will initially be invited into the nursery to meet with their child's classroom supervisor and key person. Upon their visit they will be given a tour of the nursery and grounds, shown the toilets, the coat pegs and where/how to sign their child in and out, and complete any necessary paperwork. We would encourage parents to bring along a list of questions you may wish to ask during your visit.*

*We are happy for parents to schedule taster sessions prior to their start date. This can be arranged with your child's classroom supervisor during your initial visit.*

*It is of paramount importance to Busy Bees that all new children in the nursery should be treated with great care and consideration. A new child should feel comfortable, cared for and integrated into the life of the nursery as quickly as possible.*

*During the first few sessions the parents or carers have the option of:*

- 1) Staying with their child if they wish*
- 2) Staying with their child for part of the time*
- 3) Leaving the child for the whole of the time.*

*We can also give advice on this if asked by the parents/ carers but we would prefer that the parent/carer should do what, in their experience, is best for their child. We fully understand that this can be a difficult time for both adult and child.*

*It is our policy that, so far as possible nursery sessions should run in the normal way when a parent/carer is present. The parent/carer should be able to see the regular pattern of what happens during the day, how the staff cope with anything unexpected and in particular, they should be able to see the level of care received by all the children in the nursery.*

### **On their first day**

*When a child starts at Busy Bees we are happy to receive telephone calls from parents/ carers at all times. We fully understand that parents/ carers are concerned about that child's welfare and are likely to feel upset about leaving him/her in someone else's care. We aim to alleviate these fears but if a child feels very upset it is our policy to tell the caller, thus giving the caller the option of calling again. If the child remains very upset it is the policy of this nursery to call the parent/ carer and discuss our concern.*

*Progress reports will be offered by the key person when parents collect their child.*

*This policy was adopted by the managers and staff, and updated on 11<sup>th</sup> June 2020  
Signed on behalf of Busy Bees Nursery School.*

***“Our setting is committed to safeguarding and promoting the welfare of children, young people and adults at all times and expects everybody working within this setting to share this commitment”.***

