

## *Induction/Settling in policy*

*Starting nursery can be enormously beneficial for children and their families yet it can also be anxious time too. We at THE LITTLE WENDY HOUSE want to make the process of settling children into our nursery positive for both parents and children.*

### *Starting off*

*We have a settling in period that is intended to bridge the gap for the child between home and nursery. It will usually last for 1-2 days depending on the individual needs of the child and family. Preparation is the key to success so that when the time comes everyone and everything is ready to get your child off to a good start.*

### *Getting Ready*

*To help welcome the child it is important to create the right environment which should be:*

- 1. Homely and welcoming*
- 2. Offers a place for children's things such as personal drawers and individual coat hooks*
- 3. Allows for the child's comforter to be accessible at all times*
- 4. Presents family pictures at child's level*
- 5. Reflects diversity*

### *Parents and Child*

- 1. Invite them to visit the nursery before attending for the first day*
- 2. Encourage them to talk about nursery together and involve staff especially the key person*
- 3. Loan nursery toys for them to play with together*
- 4. Get personal items ready for the first day such as special bag, photographs, comforter and spare clothes*

### *Key person and Parents*

- 1. Plan how your child will start in the nursery*
- 2. Discuss routines*
- 3. Observe special times between parent and child*
- 4. Share information*
- 5. Help the child become familiar with the environment*
- 6. Discuss how they will share the care of the child*
- 7. Talk about how the parent's attitudes to leaving the child will affect the child's feelings*

### ***Child and Key person***

- 1. Encourage the child to spend time with the key person during the settling in period***
- 2. Talk about what activities the child likes to do best***
- 3. Look at and talk about pictures of the child's family***
- 4. Introduce the child to other children and adults***

### ***Starting nursery and induction***

***The start to nursery should be gradual starting with a short induction of 1 hour then followed by longer period of 2 hours at the nursery as the child becomes familiar with the environment, their key person and the other children. When parents and staff feel the child is ready the parting arrangement should be agreed so that the parent then leaves for a part of the settling in session. They should let the child know they are going and will return later.***

***As the child becomes accustomed to their key person they will usually find it easy to settle. If a child shows signs of being unsettled in nursery or has started happily but becomes upset after a period of about 6 weeks then it is important to review the steps taken at the start. However the nursery experience is usually a positive one for the child who makes new friends learns new skills and enjoys new activities. Parents can also benefit enormously confident in their knowledge that their child is safe happy and stimulated in their absence.***