



SETTLING IN **POLICY & PROCEDURE**

The 'NEW ADMISSION POLICY' is to be followed first:-

AIM

At Stepping Stones Nursery it is our aim to provide a safe, caring and happy environment for the children.

During the settling in period it is important that time is spent with the child and parents/guardians, ensuring the transition from home to nursery runs smoothly.

PROCEDURE

When a child is enrolled and a file is in place, dates are arranged for the child to start attending.

The child will attend nursery for a number of 1 hour sessions, which enables staff to start introducing themselves to the child and parents/guardians, gradually over the course of a few sessions.

During these visits, parents are able to understand the drop-off and collection procedure and discuss with staff their requirements. This also gives them a good understanding of how secure and safe the units are kept and the importance of informing us of any changes to time or persons that may be bringing or collecting their child.

The session times will vary to include a variety of aspects of the day, ie. snacks, lunch, sleep and or quiet times, free play, craft, cookery etc.

The session times will then gradually increase and become more permanent once the child feels happy, secure and settled and the parents are completely happy also.