

Settling in / child induction policy

TOY BOX NURSERY

Toy Box works in partnership with parents / carers to settle a child into the setting and to ensure both the parent and child feel safe, secure and comfortable with staff, their key person, and their surroundings.

We aim to consider the individual needs of children and families and give confidence to parents, enabling them to feel comfortable that the needs of their child will be met.

- Information will be provided to parents through a variety of media, including web page, Tapestry, newsletters, parent's notice boards, policies and procedures, and individual meetings.
- Following enrolment, children and parents / carers will be invited to visit for settling sessions.
- A key person will be allocated to each child and the family prior to the child starting at the session.
- The settling in sessions will be used to introduce the key person, complete registration forms, and introduce the child and parents / carers to the policies and procedures of the setting.
- Parents will be invited to join their child for short settling in sessions and then leave them for short settling in sessions.
- On their first session children will be introduced to the staff members, to other children and shown around the rooms in the setting.
- Parents will be encouraged to say goodbye to their child and to explain that they will be coming back at the end of the session.
- Children will be comforted and distracted if they become distressed.
- Regular discussion will take place with parents around their child's progress and how their child is settling in. These will be based on relationships with staff and peers, participation in activities, familiarity with routines and the whereabouts of resources and equipment.

Toy Box recognises that some children settle more easily than others and strive to recognise and meet the needs of all children and families.

Signed on behalf of the setting by:

..... Owner/Manager

..... Deputy Manager

Date:

Review Date:

