



Penilee Nursery School

Settling In Policy



Rationale

At Penilee Nursery we wish to make the transition from home to nursery as smooth and comfortable as possible for both child and parent/carer.

Aims

We aim to ensure that all children beginning nursery feel happy, safe and secure within the nursery in order that they can grow, develop and learn becoming Successful Learners, Confident Individuals, Responsible Citizens and Effective Contributors. They will be able to separate happily from their parent/carer and enjoy the experiences that nursery offers.

Objectives

As a result of this policy the children will be able to:

- Separate happily from their parents/carer
- Take part confidently in nursery activities
- Develop their independence and confidence.
- Grow and develop as individuals.

Guidelines

Prior to a child starting in nursery they will be invited to an induction visit at the nursery with their parent/care. At this visit they should have the opportunity to meet the staff and should be issued with an 'Information Handbook for Parents/Carers' and an 'All About me' booklet. Parents/carers should be asked to complete a 'Care Plan' for their hold which will help staff in getting to know individual child's circumstances, need, likes and dislikes.

On their actual starting day at nursery they will be invited to attend for an hour. The child's keyworker should spend this time with them getting to know them, discussing their transition booklet with them and answering any questions that parents/carers may have. Their parent/carer will be expected to remain in the nursery on their starting day.

After this the length and time that the children stay with or without their parent/carer will be agreed between their keyworker and parent/carer depending upon

how well they settle into nursery life. It is hoped that they will be able to attend for a full session, without their parent/carer as soon as reasonably possible.

Success Criteria

- The children will separate happily from their parent/carer to participate in the life of the nursery.

Responsibilities

- It is the responsibility of the Head of Centre and all staff that the above procedures are followed to ensure a smooth transition and settling in period for both child and parent/carer.
- Adopt the nurture principles to support children in feeling safe and secure within the nursery environment.
- It is the responsibility of the allocated keyworker to familiarise themselves with all the necessary information on the child to support them as best they can in separating from their parent/carer and participate confidently in nursery life.

Monitoring and Evaluation

This policy will be reviewed as part of the nursery's self-evaluation cycle and in accordance with Glasgow City Council guidelines and the Scottish Executive.

- At the moment parents/carers are not permitted into the nursery setting due to current government guidance on the Covid 19 Pandemic
- Review of the guidance is ongoing and we hope to be able to invite parents back into the building in the future.

Reviewed: by Carol-Anne December 2022

Next review: December 2024