

# SMILES MONTESSORI

## Settling in

At Smiles we aim to support parents and other carers to help their children settle quickly and easily by giving consideration to the individual needs and circumstances of every child and their families. Our aim is for children to feel safe, stimulated and happy in the nursery and to feel secure and comfortable with all staff. We also want parents to have confidence in both their children's continued well-being and their role as active partners, with the child being able to benefit from what the nursery has to offer.

All our staff know about the importance of building strong attachments with children. They are trained to recognise the different stages of attachment and use this knowledge to support children and families settling in to the nursery.

Our nursery will work in partnership with parents to settle their child into the nursery environment by:

- Allocating a key person to each child and his/her family. The key person welcomes and looks after the child ensuring that their care is tailored to meet their individual needs. He/she offers a settled relationship for the child and builds a relationship with his/her parents during the settling in period and throughout his/her time at the nursery, to ensure the family has a familiar contact person to assist with the settling in process
- Providing parents with relevant information about the policies and procedures of the nursery
- Encouraging parents and children to visit the nursery during the weeks before an admission is planned. Children must always attend the nursery visit before the parent registers their child.
- Planning settling in visits and introductory sessions (lasting approximately 1-2 hours). These will be provided free of charge over a one or two week period, dependent on individual needs, age and stage of development. We encourage the parents to book 3 separate visits so the child becomes more familiar with their new setting and teachers.
- Settling in visits and introductory sessions are key to a smooth transition and to ensure good communication and information sharing between staff and parents
- Reassuring parents whose children seem to be taking a long time settling in to the nursery and developing a plan with them
- Encouraging parents, where appropriate, to separate themselves from their children for brief periods at first, gradually building up to longer absences
- Assigning a buddy/back-up key person to each child in case the key person is not available. Parents will be made aware of this to support the settling process and attachment
- Reviewing the nominated key person if the child is bonding with another member of staff to ensure the child's needs are supported
- Respecting the circumstances of all families, including those who are unable to stay for long periods of time in the nursery and reassure them of their child's progress towards settling in

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- On the child's first day we make sure the parent receives a Goodie bag, my child's first day at Smiles memento, a phone call to reassure the parents and videos are taken to show the parents on collection. This will help to create stronger bonds and shows we care about both parent and child.
- The key worker will call the parents to inform them with how their child has settled within the first hour of their first day.
- The key worker and the rest of the class team will have eyes on the child continually for the first few days, to make sure they are safe and comfortable within their environment.
- We do not believe that children should be left to cry, they require support, love and attention from their key worker particular during settling in time.
- We provide parents with a write up on how their first day has been, and again on how their first 5 sessions have been. This maintains parent partnerships and helps the parents feel more secure.
- We provide parents with a copy of a picture of their child and their new key worker to promote parent partnerships.
- Observations are taken for 6-8 weeks (settling in period) to show how the child is settling into their new environment. If they are creating relationships with others, and their interests within the nursery environment to then give the child's key person a starting point for their learning.

<b>This policy was reviewed on</b>	<b>Signed on behalf of the nursery</b>	<b>Date for review</b>
<i>July 2020</i>	<i>J.Jeffrey</i>	<i>July 2022</i>