**Settling In Policy**

At Apple Tree Nursery we want children to feel safe and happy in the absence of their parents, to recognise other adults as a source of authority, help and friendship and able to share with their parents afterwards the new learning experiences enjoyed in the nursery school.

Once a place has been offered, we will invite you and your child to visit the nursery prior to your child's official start date this helps to familiarise your child with the nursery, the nursery staff and the other children, and provides the opportunity to give your journey a trial run.

A child who is tense or unhappy will not be able to play or learn properly, it is important for parents/carers and staff to work together to help the child feel confident and secure. You must be prepared to accept that it may take some time for your child to adjust to the nursery. We find that staying with your child and then leaving him/her for short periods eases the separation process.

Prior to starting nursery we recommend that you:

Visit the nursery to stay and play for an hour. During this hour staff will invite you to have a chat and tell us all about your child. While your child plays and interacts with their new friends and staff.

This second session gives you the opportunity to leave your child to play, allowing them to spend time in nursery without you. This is also an ideal opportunity to ask any further questions.

Further short settling sessions are arranged, where your child will stay and play, experience snack and nappy/toileting procedures.

We would anticipate that after these sessions your child will be ready to settle into the nursery routine. If this is not sufficient or you have concerns please do not hesitate to talk to us and we can come up with a further settling in procedure. If you are returning to work we recommend that your child starts their nursery placement before your return date. This allows you to gradually increase the length of time your child is in nursery and therefore helps you and your child to familiarise yourselves and settle into the nursery routine.

If a child does not settle into nursery within a period of time we will meet with parents/carers to discuss putting a 2 week settling in plan in place. If this is not successful nursery may recommend withdrawing your child’s place.