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| **POLICY** | **SETTLING IN** |
| **SETTING** | **OVERTON PLAYCENTRE** |
| **AIMS** | At Overton Playcentre we aim for children to feel safe, stimulated and happy in our setting and to feel secure and comfortable with staff. We also want parents/carers to have confidence in both their children's well being and their role as active partners, with the child being able to benefit from what Overton Playcentre has to offer.  We aim to help parents and other carers to help their children settle quickly and easily by giving consideration to the individual needs and circumstances of children and their families. |
| **Objectives, Statements and Procedures** | **The staff and volunteers will work in partnership with parents/carers to settle their child into the nursery environment by:**   * Providing parents/carers with relevant information regarding the policies and procedures of the setting. * Encouraging the parents/carers and children to visit the setting during the weeks before an admission is planned 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. * welcoming parents/carers to stay with their child during the first few weeks until the child feels settled and the parents/carers feel comfortable about leaving him/her. Settling in visits and introductory sessions are key to a smooth transition and ensure good communication and information exchange. * Reassuring parents/carers whose children seem to be taking a long time settling into the nursery. * Encouraging parents/carers, where appropriate, to separate themselves from their children for brief periods at first, gradually building up to longer absences. * Allocating a key person to each child, before he/she starts to attend. The key person welcomes and looks after the child and 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. * 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. * Children will not be taken on an outing from the nursery until he/she is completely settled.   We feel that we have a unique situation at Overton Playcentre where the parents and carers are directly involved with the setting. Overton Playcentre is a non-profit charitable organisation and as such is managed by a volunteer committee of parents and carers of children at the setting. Most children who attend Overton Playcentre do so after a period of attend our Tuesday morning toddler sessions. These sessions are run by the committee and are normally attended by a senior member of staff. This allows the children to become familiar with the setting prior to joining for independent sessions from the age of two years.  Prior to joining the Playcentre parents/carers are given a Welcome Pack, this gives a comprehensive guide to what is on offer at the Playcente and contains all the relevant forms to complete. |