

## **Settling-In Policy**

At Brook Green Nursery, we believe that a child's introduction to a new environment should be handled with sensitivity, patience, and care. Our settling-in procedure is designed to support each child's emotional and physical wellbeing during their first days with us, helping them feel safe, secure, and ready to explore. A positive settling-in experience lays the foundation for a long, happy relationship with our nursery.

To ensure consistency and minimise disruption, settling-in sessions should take place **as** close as possible to your child's official start date **and** should not be interrupted by holidays or last-minute changes.

### **Settling-In Sessions**

Before your child officially starts, you will be offered approximately four settling-in sessions over one week. Because every child is unique, we tailor this process to their individual needs. Some children settle quickly, while others need more time. The number and length of sessions may vary and will be agreed during the first few days.

- The first settling-in session is free of charge.
- Subsequent sessions are charged at an hourly rate.

Our aim is to create a gentle, supportive transition that helps your child feel confident and comfortable in their new environment.

### **First Settling Session**

During the first session, we ask that one parent or caregiver stays with the child for one hour. This allows your child to explore the room with the reassurance of your presence while beginning to build a relationship with their Key Person.

During this visit, your child's Key Person will:

- Help you both become familiar with the environment
- Begin forming a trusting relationship with your child
- Gather important information about your child's routine, likes and dislikes, dietary needs, and comfort strategies
- Answer any questions you may have

To maintain a calm environment for all children, we allow one adult per session, though different caregivers may attend different sessions.

At the end of the session, we ask that you leave promptly, even if your child is enjoying themselves. A predictable ending helps create a positive settling-in routine.

### **Second and Following Sessions**

On the second day, we will ask you to **leave your child for a short period** so we can observe how they manage the separation. This helps us plan the remainder of the settling-in process according to your child's needs.

From the third session onwards, we will gradually increase the length of your child's stay, always at a pace that feels right for them. We ask that you remain nearby and available at all times in case your child becomes distressed or needs to be collected early.

The aim is to build up to a **trial day** immediately before your child's official start date, ensuring they feel confident and familiar with the nursery routine.

### **Honest Communication**

We have an honesty policy at Brook Green Nursery. We will always tell you if your child has been upset or distressed, and for how long. We believe parents deserve an accurate picture of how their child is adjusting.

Likewise, we encourage parents to share their own feelings, observations, or concerns. Open communication helps us work in partnership to make the transition to nursery a positive experience for both you and your child.

### **Our Commitment**

Our goal is to ensure that every child feels:

- Safe
- Supported
- Understood
- Ready to explore and learn

By working closely with families and following a gentle, child-centred approach, we help children settle into nursery life with confidence and joy.