

# Induction Policy for new children

Our aim is to ensure that all new children have a smooth transition into the nursery. We work closely with the parents as partners to ensure this is the case.

## Covid19 settling

All parents are asked to fill in Registration form before starting at the nursery, they will also receive **All about me** form which provides the nursery with lots of information about the child and his/her family plus routine at home and the child's likes and dislikes. It is very important to us that we know as much about the child as we can before his/her start date.

## Settling sessions

Settling sessions are designed to integrate the child as smoothly as possible before the official start date. The nursery environment can be very different to home or another setting the child may have attended. Parents are not permitted into the building due to our Risk assessment due to Covid19 therefore we encourage the parents to book the child in for a 2hr session to begin with, extending it to a morning session if the child settles well and extend the day accordingly. We ensure the parents are consulted about how the child is settling in and their opinion matters to us. No charge is made for settling sessions as we feel this is very important for both child and parents alike.

## Baby room

Children in the baby room have their own routine established at home and the staff stick to this as much as possible and work with the parent ensuring they know if this changes due to nursery life.

## Toddler and Preschool room

Each of these rooms have a routine and we are aware that it take time to get used to this so we ensure we give each child plenty of time and guidance.

Each parent is offered a Daily Diary for their child with information on their child's day and the nursery has a Whatsapp group for each room with information and menus, parents can also ask for advice from staff or other parents on this. (no photographs of the children are put on this group).

We realise that not all children suit nursery life and we ensure we let parents know if their child is struggling, trying to find strategies to help settle the child.

Written by: Susan McGeoch

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