

Updated: 01/09/23

Review: 31/08/24



Settling in policy

Once a child has a confirmed place, a settling-in process begins.

Ideally, the term before the child is due to start, they are asked to spend a session in the morning/afternoon with their parent/carer, with us, to get to know our routine and staff. However, this may be subject to change under the current circumstances and at the beginning of the academic year is just before the start of the term. Once the children have settled, you will be introduced to your child's key person who will be monitoring your child's development.

Once they start Rainbow, which may be a staggered start, parents are encouraged to bring their child into the setting, hang up their coat, put on their smock, self-register and then settle their child at an activity with a member of staff. Once settled, they inform the child that they will go. Depending on individual children, staff might ask a parent to collect earlier than the designated finishing time for several days. Each child is treated as an individual; therefore, no formal settling-in process is adhered to.

At Sheen Park and Ormond Road this routine will continue after settling in has been covered however, at Sheen Common, due to space restrictions, children will be met at the door by the team and encouraged to say goodbye there. This is only when the children are settled.

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The children have a named individual drawstring bag allocated to them for spare nappies / soft indoor shoes and this will remain on their peg. Please keep all personal items at home.

Parents who are anxious about their child are reassured by staff and given information about their child's activities and welfare whilst in the group. A reassuring call is made to parents who have had a traumatic separation at the start of the session. In extreme circumstances, whereby a child cannot be consoled or distracted, the parent is contacted to return.

All of our children are supported when using the bathroom facilities and we do appreciate that not all children are completely toilet trained and are happy to discuss your child's needs individually. We are happy to change nappies/ pull ups and do keep a small supply of toileting equipment.

Nappy changing takes place on a changing mat in the toilets, with a member of staff suitably attired (in gloves and apron). We have plenty of spare clothes in case of accidents.

Each child is supported as an individual and each child responds and reacts differently to new situations and this will be supported in order to provide the best experience for the child and parent.