

## TEDDY BEARS NURSERY-SETTLING IN PROCEDURES

At Teddy Bears our aim is to ensure a smooth transition into nursery which is pleasant and stress free for the child and parent/carer. Our settling in procedures involve the key workers and parent/carer exchanging information to establish the best approach for each individual child's initial experiences at nursery.

- All children are encouraged to do a minimum of 3-5 visits in the 2 weeks prior to their start at nursery. These will begin with short visits of approximately 1 hour and build up to longer periods according to each individual's response to the nursery environment. Parents will meet the team working in their child's group as we have a 'buddy system' where all nursery nurses in that group will get to know the child & their parents well.
- The visits will be over various times of the day to ensure new children can experience play, lunch and rest times.
- Staff will work with parent/carers to establish the right amount of visits depending on the needs of the individual child.
- During the first visit the nursery day, individual needs, meals & items to bring will be discussed & this is a time for parents/carers to ask questions & alleviate any worries they have,
- During these initial visits your child will be observed to see which team member they are naturally bonding with, after a short time it will be obvious who your child has chosen & this will be their key person and parents will be informed.
- An information booklet will be provided on nursery procedures and policies can be read on tapestry where medication & home incident forms can be downloaded.
- Parents are asked to read, sign and return our sickness and medication policies. Key workers will provide an information sheet explaining how parents can support their child's development.
- Parents will need to sign a permission slip to set up Tapestry access & provide an email address.
- Parents will be required to complete an information sheet in order to provide us with basic facts about their child's likes/dislikes, favourite toys etc... This is also required to be completed on your child's online tapestry account.
- Parents are encouraged to telephone as often as they wish to check on their child's welfare, however we request this is not between 12-1pm which is a very busy time for us & all hands are needed on deck!
- All staff will do their utmost to support parents/carers during this time and are there to relieve any anxieties. They will provide advice for the best approach to leaving a child and feedback of children's reactions.
- As soon as a Tapestry account is organised we can post photos of your child at nursery showing how they are enjoying their new nursery experiences.

