

The Villa School and Nursery

Settling In Policy

Settling young children into a group environment is a major priority. We are very aware of the emotional vulnerability that many children feel on entering a new setting. We believe that children with high self-esteem, who feel confident in themselves and their own ability, have a head start in learning.

It is in their first few years at school that children first learn to function as a member of a large group outside their family. We aim to provide an environment where children can develop the skills needed to cope with the emotional, social, physical and intellectual challenges they will meet, as they grow older.

Key points about our settling in procedures:

- Start dates are staggered so that all new children have one to one attention from their key worker and session times for their first three days are shorter to allow children to ease gently into their new environment.
- Settling-in days take place on the days that a child will actually be here long term. For example, if a child is here on a Monday and Tuesday each week, he or she will settle-in on a Monday and Tuesday in the first week and Monday of the following week.
- The start date you are given is day one of the settling-in period. Settling-in days are charged at the full (9am-4pm) rate despite being shorter days as a higher level of care is provided
- The Nursery staff will work in partnership with parents/carers to settle the child into the Nursery environment
- During the first few days, parents/carers will stay with the child for sufficient time so that the child feels settled and the parent/carer feels comfortable about leaving her or him
- No child will be taken on an outing from the Nursery until he or she is completely settled
- Parents/carers are encouraged to bring in special toys or comforters to help a child settle in. Special toys and comforters are particularly helpful for the child if they are used at home at sleep time
- For the first few sessions, parents/carers should follow the following schedule:
 - For the first two days, we ask that parents stay in the room with their child (or on site) and the hours of attendance are as follows:
 - Day One: **9.30am – 11.30am**
 - Day Two: **9.30am – 12.30pm** (includes lunch)
 - Day Three: **9.30am – 3.00pm**
 - On the third day, if your child is settling well, you may leave the Nursery but you must be easily contactable and able to return if asked.*