



Parental Involvement and Settling In Policy

The staff at Once Upon A Time Nursery aim to offer parents/carers a warm and friendly environment in which they will feel comfortable placing their child in. Staff value the parent's involvement in their child's time at the nursery and hope to work together to promote the children's learning and development.

- Parents/carers will be encouraged to visit the nursery with their child before registering
- Prior to a child starting parents/carers are fully informed of the policies and procedures of the nursery including the statement of purpose
- Parents/carers will provide the nursery, prior to the child's start date, with a comprehensive and detailed account of the needs and preferences of their child. This information will be recorded on the child's All About Me form and shared among the staff caring for the child
- Parents/carers will be encouraged to provide as much information about their child during his/her initial settling in session, providing an opportunity for the parents/carers and staff to get to know each other and to discuss their child's individual needs
- New parents/carers will be welcomed and helped to become familiar with the day-to-day routine of the nursery and good practice
- Parents/carers will be encouraged to participate in the nursery's activities, to learn about the pre-school curriculum and the importance of play in the child's development both at nursery and at home
- All contributions of all parents/carers will be welcomed, whatever form these might take, they will have opportunities to contribute their skills, knowledge and interests
- All parents/carers will be encouraged to discuss the progress of their child formally or informally
- Parents/carers have the right to access their child's records
- All parents/carers will be made aware of how any queries, compliments, complaints or suggestions can be made to the nursery
- All parents/carers will be given a copy of the nursery's complaints procedure, if required
- All parents/carers will be given the opportunity to talk and discuss personal matters relating to their child, in confidence and in privacy, daily if required

Settling children in the nursery

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- All children's individual needs will be taken into consideration when settling into the nursery
- Children will be permitted to bring comfort toys to nursery, should they be required
- Parents/carers will be encouraged to bring their child to the nursery for their initial visit and parents/carers will be given the opportunity to stay during the first settling in session of half an hour
- Arrangements will be made for parents/carers to leave him/her initially for a short period (1 hour), followed by another session of 1.5 hours and then 2 hours. If staff and parents feel the child is ready, full sessions will then start.
- The nursery will work in partnership with parents/carers during this transition period from home to nursery and keep them informed of their child's well-being on the Family App, telephone or face-to-face on collection