



Settling-in policy

Setting's Name:	Morning Star Nursery & Morning Star Educational Centre
Date Last Reviewed:	17 th February 2024
Date of Next Review:	17 th February 2025

Statement of intent

At Morning Star, we want children to feel safe, stimulated and happy in the setting and to feel secure and comfortable with staff. We also want parents to have confidence in both their children's well being and their role as active partners with the setting.

Aim

We aim to make the setting a welcoming place where children settle quickly and easily because consideration has been given to the individual needs and circumstances of children and their families.

Methods

- Before a child starts to attend the setting, we use a variety of ways to provide parents with information. These include written information (including our prospectus and policies), displays about activities available within the setting, information days and evenings and individual meetings for key workers and parents.

- Before a child is enrolled, we provide opportunities for the child and his/her parents to visit the setting.
- We allocate a key person to each child and his/her family before she/he starts to attend; the key person welcomes and looks after the child and his/her parents at the child's first session and during the settling-in process.
- We may offer a home visit by the person who will be the child's key person, to ensure all relevant information about the child can be made known.
- We use pre-start visits, settling in session and the first session at which a child attends to explain and complete with parents the child's registration records.
- When a child starts to attend, we explain the process of settling-in with his/her parents and jointly decide on the best way to help the child to settle into the setting.
- Younger children will take longer to settle in, as will children who have not previously spent time away from home.
- We judge a child to be settled when they have formed a relationship with their key person; for example, the child looks for the key person when he/she arrives, goes to them for comfort, and seems pleased to be with them. The child is also familiar with where things are and is pleased to see other children and participate in activities.
- When parents leave, we ask them to say goodbye to their child and explain that they will be coming back, and when.
- We recognise that some children will settle more readily than others
- We reserve the right not to accept a child into the setting without a parent or carer if the child finds it distressing to be left. This is especially the case with very young children.
- We reserve the right to delay the start of a child if we feel they are not ready for the pre-school environment.
- Within the first term of starting we discuss and work with the child's parents to help plan the child's learning.
- The formal settling in process is detailed in a separate document (settling your child at Morning Star. This is made available to all parents, before their child is due to start the process.