



# St. Elizabeth's Nursery

## Settling-In Policy

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### Statement of Intent

Our aim is to help each child to know that s/he is welcome and safe in the Nursery setting. We consider each child's individual needs and provide appropriate assistance.

We welcome parents to stay with their child during the first few weeks until the child feels settled and their parents feel comfortable about leaving their child.

We, also, encourage the parents, where appropriate, to separate themselves from their children for brief period at first, gradually building up to longer absence.

### Our Information

We provide parents with a variety of written information about the day-to-day running of the Nursery, including giving them a Prospectus, and other policies and by displaying our planning and activities in the parents board every week.

### Induction

An induction visit is arranged for the children and their parents some weeks before the start date, often in June. This is an opportunity for the children and their parents to meet the staff and the other children. An alternative date is offered to those parents unable to attend.

If a child has additional **medical or educational needs** a home visit will also be arranged.

### Key person

A key person is allocated to each child and family. The key person observes and aids the child's progress according to the Early Years Foundation Stage Guidelines. There are regular meetings between the key person and parents/carers when the child's development is discussed.

### Records

All records kept on the children are available to their parents on request.

**Policy dated June 2025**