

Nursery Settling Policy

Nurseries Policies

Sussex House Nursery and Wendy House Nursery

Sussex House Nursery
Sussex House
1 Abbey Road
Brighton
BN2 1ES

Tel: 01273 664583
Ofsted No130674

Wendy House Nursery
Princess Royal
Hospital
Lewes Road
Haywards Heath
RH16 4EX

Tel: 01444 441881 ext
8451

Ofsted No. EY231358

Within our BSUH Nurseries we want our children to feel safe and happy as well as feeling secure and comfortable with our staff.

Children need time to build up a relationship with staff whilst having the reassurance of having a familiar person nearby.

We also want our Parents and Carers to have confidence in both their child's wellbeing as well as benefiting from a rich learning environment the nurseries offer.

Younger children may take longer to settle as will children who have not previously spent time away from the main carer. We also acknowledge that children that have had a long period of absence may also need to resettle. Therefore each child's settling period is discussed and arranged as much as possible on the child's individual needs.

Settling Period

To ensure that this happens as quickly as possible, settling sessions are arranged up to 4 hours (dependant on the provisional sessional booking) and free of charge before the child begins at nursery. Settling sessions are organised with the correct staff to child ratio.

The child's Key Person' is available during this time to develop a bond with the child and the Parent / Carer. It is an opportunity to gather the information needed to secure the welfare of the child. The Parent/Carers are shown an example of the 'Learning Journal' a developmental record which is completed during their child's time at the nursery. Parent and Carers will also be asked to complete other documentation such as an 'All About Me' booklet and Admission Forms.

***Please note a child cannot be left on the premises without their Parent or Carers unless the Admission Document is completed.**

Parent/Carer must attend initially with their child and then depending on the child's individual needs, they can gradually leave them in the nursery care.

First Visit: Is usually up to an hour. Parent/Carer stays with the child and settles the child into the room. This is the time to discuss the child's routine with the Key Person and possibly other staff. They should complete the required legal documentation with the assistance of the Nursery Manager or Deputy Manager and complete the nursery Contractual Form in reference to times and days of sessions.

The child will also have chance to play in the room and join in with others if they would like to. This is also an opportunity for the Parent / Carer to see a glimpse of the nursery routine and ask any questions.

Second Visit: Parent/Carer will leave the child with the Key Person in the playroom after they have settled. You are very welcome to sit in the staff room or leave the nursery building. We do ask that you are in easy contactable. This could be an approximate 30-1 hour visit dependant on the child.

Subsequent visits: We will gradually increase the settle time. We encourage the child to settle at a variety of times in the day i.e. sleep time, snack time, lunch time, story time etc.

We consider the child to be settled when they have formed a relationship with either the Key Person or a staff member within their playroom. For very young children and babies we do request that a child has had a sleep and feed at nursery during a settle session before they officially start at the nursery especially those that are attending a full day session.

If after the settling periods the child has not settled then additional sessions may be required this will be discussed with the Key Worker the Parent/Carer and Nursery Manager. A fee may also be introduced.

Alternatively if the Parent/Carer is to work then a reduction of hours may be advised i.e. the first week will be half day sessions rather than full time.

We reserve the right not to accept a child in the setting if they are too distressed to be left without their Parent or Carers.

The Nursery Manager or her Deputy Manager is available for any queries during this process.

The Nursery Requests:

- Full Contact Details
- All documentation is completed before the child attends without their Parent/Carer
- A photocopy of the child's birth certificate or birth certificate number on the Admission Form
- A child attends the visit with all personal care requirements i.e. nappies, changes of clothing, milk if required
- A comforter if required
- When you leave your child we ask that you say goodbye, fully explain to them you are coming back later and when you will be coming back i.e. after lunch
- We do ask that on your child's first day at nursery that you have a back-up contact number if your child is unsettled.

Shared Care at Sussex House and Wendy House Nursery

If a child should attend both settings then nurseries request:

- Completion of Admission Forms and all other documentation at both nurseries.
- Key Person will be assigned at both nurseries.
- Settling Visits to be carried out at both nurseries.
- The Key Person's will liaise with each other in reference to Next Steps planning.
- The Nursery Manager's will charge nursery fees as separate settings.
- Parent/Carer Contractual Agreement terms and conditions will apply only to the individual settings.

Reviewed 24th February 2020

Mrs Tracey Gregory, Brighton & Sussex University Hospitals Childcare Services Manager

Mrs Lorraine Brunton, Wendy House Nursery Manager, Princess Royal Hospital

Reviewed and Written 12th April 2017

Mrs Tracey Gregory, Brighton & Sussex University Hospitals Childcare Services Manager