

Settling in Procedure

National Standard: 3, 12

Outcomes Framework: Be Healthy, Stay Safe, Enjoy and Achieve, Make a Positive Contribution.

Why?

To ensure the child's needs are met.

To help the child feel reassured, welcomed and stimulated.

How?

After a parent has paid a deposit to secure a place at then nursery then please follow this procedure.

The initial visit is arranged by the NTL in conjunction with the Team Coach.

Arrange an initial visit for the child in his/her appropriate room. The initial visit is normally for 1 hour. Inform the parent it is their choice if they wish to stay or leave or if they will decide on the day.

The key worker will discuss and complete the child's care plan with the parent on this visit.

Dependent on the initial visit, the second visit booked will vary. Team coaches from the appropriate room must decide on the next suitable visit.

- A 1 hour visit without parent
- A two hour visit
- A visit to include lunch/tea
(Dependent on session required)

All staff need to take into account the start date needed.