



Cornerstone Nurseries
Procedure Regarding “Settling in”
(for new children starting at the nursery)

After your child's place with Cornerstone Nurseries is confirmed, we will then contact you, normally about a month before the start date, to arrange your child's “settling in sessions. These visits tend to be carried out a week or so before the start date so that they are fresh in your child's memory before starting. You will also be sent via email, some forms to complete which we ask that you bring with you.

It is normal practice to arrange between 2 and 3 visits and this is normally enough, however the nursery is flexible and will arrange more if this is necessary for the child to settle. These visits are designed to allow time for the child to adjust to nursery life here, prior to starting.

Paperwork such as registration forms and “all about me” forms are usually emailed home to be completed prior to starting. Parents should please return these documents to the setting on or before the child's first visit. This is of vital importance so that contact details, permissions and emergency procedures are in place.

The first visit normally lasts approximately 1-2 hours. During this time, parents and children will meet the child's key person and discuss the child's routine. Some key policies will also be explained/discussed with you on this first pre visit. Parents usually settle the child and then leave the child with us for a short time.

On any subsequent visits, we ask that the child is left to play and experience part of the day with us. The timings of these visits will be pre-arranged to allow the child to experience different parts of the nursery day, for younger children, this will include a period that covers bottle time, sleep time and if appropriate meal times. For older children the visits are planned to allow the children to experience as many different aspects of the rooms routine as possible. We do encourage the parents to leave their child/ren with us for the duration of the second visit (and any required subsequent visits) to help the children settle and familiarise themselves with their new surroundings.

The nursery will;

- Contact a parent if a child becomes distressed and cannot be calmed and comforted by staff while they are on their visits.
- Give feedback information to the parents about their child's visit.
- Make the parent feel at ease, recognising that this can also be an emotional time for parents as well as the children.

Parents are welcome to discuss any part of the settling in process with their child's key person, other staff or the nursery manager at any time. Parents are encouraged to call the nursery during the later visits to check on their child if they wish to.

There may be rare occasions where the nursery may be advised by outside agencies such as OFSTED or public health England to limit or stop outside visits to the nursery. (eg Covid 19 Pandemic) In cases where visits are unable to happen the nursery will take extra time on phone calls with the family. We may offer shorter sessions for children to limit upset and distress of children and will discuss this with the parents.

Reviewed 25/03/24 CJS Review Annually