

All children are unique and the amount of time that a child takes to settle into Sunny Day Nurseries Limited can vary enormously. Therefore, children will be given time to settle in at their own pace, so as to make them feel welcome, safe and confident in a new environment.

Guidance for settling children into Nursery

We appreciate that leaving a young child for the first time is bound to be a wrench for parents/carers. However, a few simple guidelines will make it easier for the parent/carer, the child and the staff involved.

The key is to settle the child in gradually. The parent/carer might want to begin by bringing their child in to the nursery for a short visit and staying for a cup of tea with the staff. This allows the child to get used to the staff and the new environment, and for the parent/carer to see how the staff work and what kind of people we are. It is also an opportunity to return the Registration Form, Childcare Agreement and go through 'likes and dislikes'.



The next visit should be within the same week so that the child has some memory of the nursery – this may be an opportunity for the parent/carer to leave the child for the first time whilst they pop out for a very short time – this begins to teach the child that they will return.

On the next visit the parent/carer may want to leave their child for an hour and then continue to increase the length of visits to the nursery and so on until their child is happy and relaxed in nursery and they feel comfortable enough to go back to work with peace of mind.

It is important that parents/carers allow themselves plenty of time to settle their child before returning to work – being 'under pressure' will exacerbate any tension.

Parents/carers should be encouraged to ring the nursery when they have arrived at work to reassure themselves that their child has settled down happily.



Guidance for settling children into Play Club

We strongly encourage parents/carers to visit the premises with their children during the week before they are due to start. During this week, Sunny Day Nurseries Limited requires that the parents/carers concerned both complete and return the Registration Form, Childcare Agreement and Booking Form.

Children new to the Play Club will be greeted in a warm and friendly manner. They will be introduced to all members of staff and told about any other regular visitors to the Play Club.



Depending on the age and maturity of the child, the parent/carer will stay with the child while the rules and routines are being explained. The parent/carer will have the option of being part of the induction process if they so wish.

Children will be informed about the Play Club routines and the programme of activities. They will be shown around, told where they can and cannot go, and have both registration and signing out procedures made clear.

Ground rules will be explained to the child and they will be encouraged to ask questions and raise any concerns. The child will be told about the fire evacuation procedure and the locations of all fire exits, according to the provisions of the Fire Safety policy.



Parents/carers are offered the opportunity to stay with their child for a period of time during their first week.

On their first day, children will be introduced to the other children at the Play Club. The child will be allocated a 'buddy' who, under the supervision of a member of staff, will show them around and introduce them to the other children. The child will then be encouraged to get to know the other children and settle into the group.

All staff will supervise children new to the Play Club to ensure that they are happy in their new surroundings. The appropriate level of such supervision will be judged according to the child's age, maturity and previous experiences.

Staff will ask on a regular basis how a child is feeling, what activities they enjoy and if they are unhappy about anything. At the end of the first, second and third weeks, the Supervisor will find time to talk to the child about how they are settling in.

If it seems that a child is taking a long time to settle in, this will be discussed with their parents/carers at the earliest opportunity. Likewise, if a parent/carer feels that there is a problem during the settling in period, they should raise this with a member of staff.

Staff will always be available to discuss any concerns or other issues with parents/carers regarding their child and their attendance at Sunny Day Nurseries Limited. If parents/carers wish to meet with the Manager, they should make an appointment to come in for a chat.

