



**Alexandra Park**  
Children's Learning Community  
*a personal learning journey together*



## **Settling in policy**

At Alexandra Park Children's Learning Community, we embrace that every child is an individual. We understand that some children will take a little longer to settle into a new setting, and so we have written our settling in policy with this in mind. We understand that this can be a sensitive time for both children and their parents/carers and take this into account throughout this period of transition. "Good parenting and high quality early learning together provide the foundation children need to make the most of their abilities and talents as they grow up" - Statutory Framework of the Statutory framework for the early years foundation stage from September 2021, page 5.

## **Procedure**

- Upon registration, parents/carers will provide us with information regarding their child. This will help to prepare us in advance for settling the child into our setting. This includes dietary information and medical information.
- A manager will then call parents to arrange the initial settling in dates with the parents/ carers when your child's start date approaches.
- Parent /carers will be aware of our APCLC COVID-19 Risk Assessment to take the responsibility in following safety measures and procedures in line with APCLC COVID-19 Risk Assessment.

### **Gradual admission**

- During this period you will be introduced to your child's room leader and your child will be allocated a key person.
- During settling in they will take time to get to know you and your child, reading through the "All about me" booklet, completing the Starting Point form, discussing your child's routine, likes and dislikes.
- If a child is upset during this time your Key person will work with you, encouraging to bring a favourite toy from home and/or familiar pictures to share whilst settling in.
- Your Room Leader/Key Person will also show you where to find relevant information i.e. parents/carers notice boards, menu board, adult's toilets etc.

Outlined below is our procedure for gradual admission into the nursery, this is to ensure a smooth transition from the home environment into the setting. As professional child carers, we treat each child and family as individuals; we use this document as a guideline and will ensure your family is settled before childcare begins. Induction usually takes one week.

- **Day One:** At an allocated time you are invited into the setting, your first visit will last for approximately one hour, you will be expected to stay with your child. Usually during this meeting the parents/carers and the child will be introduced to the child's key person.
- **Day Two:** Your visit will last approximately one hour; you will be expected to stay at the centre.
- **Day Three:** Your visit will last approximately two hours. Depending on how well your child is settling, you may leave the centre.
- **Day Four:** Your visit will last for approximately three hours and will take in a mealtime. Depending on how well your child is settling, you may leave the centre.
- **Day Five:** Your visit will last approximately four hours and will take in a mealtime.

**We express to you that every child/family is treated as individuals and as a professional childcare team we will work with you and your family to ensure this is a smooth transition.**

**Date – August 2021**

**Signed Manager**

**Review – August 2022**

**Signed Director**