



Settling in Policy

Settling-In Policy

We want children to feel safe, stimulated, and happy at Bumble Bees, and to feel secure and comfortable with our staff. We also want parents to have confidence in both their children's wellbeing and their role as our active partners.

We aim to make the nursery a welcoming place where children settle quickly and easily, with careful consideration given to the individual needs and circumstances of each child and their family.

Before a child starts at the nursery, we provide parents with information, including our policies, fee and funding structures, and written and verbal communication about our setting.

We ensure that all staff are aware of all relevant information about each child, including:

- Allergies
- Food intolerances
- Family dynamics
- Additional carers
- Medical needs
- Special Educational Needs and Disabilities (SEND)

A key person is allocated to each child when they start at the nursery. They will be the main point of contact between the nursery and home.

Settling-In Sessions are booked as close as possible to the child's start date.

Settle 1

- Consists of a visit of up to one hour with the child and parent/carers, usually from **10:00 am to 11:00 am.**
- During this visit, all relevant paperwork will be completed.
- **Free of charge.**

Settle 2

- The child attends independently for **two hours**, usually from **9:30 am to 11:30 am**.
- Parents are asked to provide a water bottle and a healthy snack.
- **Charged at the nursery's hourly rate.**

Settle 3

- The child attends independently for **four hours**, usually from **9:30 am to 1:30 pm**.
- Parents are asked to provide a water bottle, a healthy snack, and a packed lunch.
- **Charged at the nursery's hourly rate.**

If a child has settled well during these sessions, they will be ready to attend on their agreed start date. Wherever possible, settling-in sessions are scheduled on the days the child will normally attend. This helps ensure the smooth running of the nursery and enables us to maintain appropriate child-to-carer ratios.

We recognise that every child is different, and not all children settle within the usual timeframe. Where necessary, we may extend or adjust the settling-in sessions to meet the individual needs of the child. In these instances, staff will liaise with parents to ensure the child feels comfortable and confident before starting at the nursery.

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