

Little Trinity Ltd

Procedure for Settling Children into the Nursery

Little Trinity feels it is important that all children in the Nursery should be treated with great care and consideration. A new child should feel comfortable, cared for and integrated into the life of the Nursery as quickly as possible.

The procedure is as follows:

- The Nursery staff will work in partnership with parents/carers to settle the child into the Nursery environment. They will complete the family contribution pages for the start of the child's learning journey and also to get as much information as they can to help the child settle.
- During the first few sessions the parents/carers have the options of:
 - *Staying with their child for a short while
 - *Leaving the child for the whole time.

The Nursery staff will give advice on this if asked by parents/carers but it is our preference that parents/carers should do what, in their experience, is best for their child.

We fully appreciate that this can be a difficult time for both adult and child.

- When a child starts Nursery we are happy to receive telephone calls from parents/carers at all times. The Nursery staff fully understands that parents/carers are concerned about their child's welfare and we aim to alleviate these concerns. If a child is very upset it is our policy to tell the parent/carer, giving the caller the option of calling again to see if there is still a problem.
- If a child remains very upset it is the policy of this Nursery to inform the parent/carer and discuss our concern.