

Helping your child settle into Broomhall

When your child is starting at Broomhall Nursery it is important to consider this transition and how you can help them settle in. We've put together a few tips to remember:

Before they start

It is important to allow as much time as possible for both you and your child to get to know the setting. It may be the first time your child has been away from you, or if they are used to being left with other people, they will be getting used to a larger group of people and a new environment.

These new experiences coupled with your own feelings about going back to work, or leaving the child in a new place, can be a stressful time in a family's life.

Hopefully you will have already been for a look round and have spoken to Nancy our head teacher, staff and possibly even a Governor and have chosen Broomhall Nursery School because you liked what you saw and heard.

You will have had a telephone conversation with Sara our Office Manager, followed up by a letter offering you the sessions you requested. To help children settle quicker it is better if children have consecutive days and attend each day.

You will be offered a home visit and given two, one hour settling in sessions. We carry out home visits to get to know the child in a familiar and comfortable environment and to talk to the parent in a relaxed way.

We operate a key person approach. "The key person must help ensure that every child's learning and care is tailored to meet their individual needs. The key person must seek to engage and support parents and/or carers in guiding their child's development at home. They should also help families engage with more specialist support if appropriate." (EYFS 2017). However, as most of our staff work part time your child might not see their key worker every day, but rest assured each class has a qualified class teacher and all members of staff in your child's class base will get to know your child and support you with the settling in process. Our staff team have many years of experience in working in the school and are expert at helping your child to settle as quickly as possible and for you to go away safe in the knowledge that your child is happy and in capable hands.

Settling-in period

First one hour visit – we encourage you to stay in the classroom with your child whilst they engage in the range of activities on offer. Staff will ask you what your child likes to play with and will help them find that activity. Unless your child is clingy it is good if you can sit somewhere where your child can see you and let your child play, allowing your child to get to know the staff and other children. If your child is reluctant to join in sit alongside then at an activity you know they will like. Don't worry if they don't want to acknowledge or talk to the adults at this stage; they might just want to watch what is happening around them. Take your time to get to know staff during the settling in period so your child sees that you are building up a relationship with them and a sense of trust.

When your hour is up we ask that you take your child, even if they don't want to go because this means they will be looking forward to their next visit. They will go away happy and wanting more.

Second one hour visit – Depending on how your child has settled the day before and if they come in happy to play staff may ask you to go into another room 'for a cup of tea or coffee' to leave your child for a short time. Tell your child where you are going and that you will be back soon. Staff will advise you when to go to the other room and how long for. Even if your child is upset, say goodbye and go. Staff will play with them. Staff will only let you go for a short while if your child is upset because your child's main concern will be is my mummy/daddy/carer coming back so we want to reassure them that you will come back so the parting will be short.

Over the coming days we will build up the time that you are separated, so that each time you can leave them a bit longer.

We ask you to take your child home when you return even if you have only been gone for a short time so your child gets to know that when their adult comes back its time to go home. Children don't have a real sense of time at this age and if you are missing your mummy, daddy or carer ten minutes can feel like a long time. They will learn that mummy/daddy leave me with the teacher but when you come back it is home time. If you do this they will be confident that you will return and soon they will be happy to be left for the day/session.

Never try to sneak off without saying goodbye because your child will worry where you are and will be more likely to be anxious or upset, looking for you instead of engaging in the activities on offer.

Every child is different and some children will settle quickly and other take much longer. We ask that you are patient and do not leave your child for the full time until staff have said it is ok to do so.

We will try to stay in contact with you during the time the child is left even if you're just available to answer the phone for a few reassuring words, or receive a text message or photo message showing how your child is doing. **If your child is distressed and is unable to be settled, you will be contacted and asked to return immediately so please have contingency plans in place for being able to do this.**

The setting will create a familiar routine so that your child knows what to expect when they are dropped off at your setting.

During the settling-in period the settling in period we will find out:

- Your child's likes and dislikes
- Their usual routine
- Whether they have attended childcare before, are attending any other childcare settings, or are used to being left with other people
- Their favourite activities, toys or books
- Whether the child has any additional needs, disabilities or developmental concerns that needs to be taken into account
- Who, apart from the parents, may be picking the child up from nursery. We can't let you leave the building unless we have all the correct information and forms for your child.

Greeting and saying goodbye

During the settling-in period, say goodbye in a calm and brief manner, and tell your child when you'll be back. Staff will confidently greet and say goodbye to children too.