

Policy on Settling In

Our aim at Bushey Gan is to make the 'settling in' process as quick and comfortable as possible.

We ask that all relevant forms are completed and returned as soon as possible. The information you provide us about your child will help us to get to know them and settle them calmly.

Saplings Class

Before your child starts there will be a pop in session during which the parent/carer stays. This will last around 30 minutes. It is a time to share further information before starting and also for you to get to know your child's key teacher.

The new starters may have a staggered start time in the first week; first or second part of the morning session, in order to allow more teachers to settle a new group of children.

Your child's first three sessions will be a short one hour with a parent/carer staying for the first one hour session. All three sessions will start at the time allocated to you i.e. 9.30am or 10.45am. After this, all new children will start at the normal time. The length of the session will increase according to how well your child settles. Each child is an individual and will settle in their own time. No two children are the same.

It is better for your child to leave us wanting more having had a shorter morning initially.

We will not allow any child to become too distressed before calling you.

We ask that parents/carers be guided by the advice given by staff in the settling in process.

Willow, Elm and Oak Classes

For new children, there will be a pop in session prior to starting.

For children moving up from Saplings class, this will be arranged internally with their key person/teacher.

For children coming from outside, the parent/ carer will stay with the child during the pop in session.

Pop in sessions last for around 30 minutes and is an opportunity for the child to meet their new teachers and see the environment.

In order to ensure a smooth transition we advise that on the first morning that your child starts with us, you bring him/her into nursery, help him/her hang up his bag/coat, bring him/her into their classroom, with a hug/ kiss and say goodbye. Our competent, friendly staff will then take over.

If we feel that a parent/ carer should stay for a while or remain in the building but out of sight, we will let you know.

Lunch Club and Afternoon Sessions

These are available for under 3's until 1:30pm and for 3+ once your child has turned 3 and is independently dry and out of nappies.

If we feel any child is unsettled and not benefiting from the extra session we will advise that they be collected earlier or that they should not stay at all.

PLEASE BE ON TIME FOR COLLECTION; A WAITING CHILD IN AN ANXIOUS CHILD.

We understand that as a parent it is very hard to hear your child crying/ upset. Our experience has taught us that if there are tears, they don't last for very long, and when the parent/ carer leave, the child usually calms down.

On some occasions we may advise that a child should be picked up earlier.

We will always do what is best for the child.