Playhouse Nursery

Child Settling-In Policy

1. Policy Statement

At Playhouse Nursery, we recognize that starting nursery is a major milestone for both the child and their family. Our Settling-In Policy aims to support a smooth transition, ensuring children feel secure, valued, and confident in their new environment. We follow ADEK's guidance to provide an inclusive and supportive approach that respects individual needs, culture, language, and developmental stage.

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2. Objectives

- To ensure children feel safe, secure, and comfortable in the nursery environment.
- To build strong partnerships with parents and guardians.
- To accommodate the unique needs of each child.
- To promote emotional well-being and a positive attitude toward learning.
- To ensure compliance with ADEK regulations and quality standards.

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3. Key Principles

- Each child is unique and will settle in their own time.
- A gradual and flexible approach is adopted based on the child's responses.

- Parent involvement is critical during the settling-in period.
- Communication between staff and families is open and consistent.

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4. Settling-In Procedures

a. Pre-Admission Visit

- Families are invited for a tour and introduction session.
- Orientation materials/information and the Parent Handbook are provided.

b. Staggered Start Schedule

- The child attends for short sessions initially (30–60 minutes).
- The duration increases gradually based on the child's comfort and needs.
- The full-day schedule begins once the child demonstrates readiness.

c. Parental Involvement

- Parents are encouraged to stay during the first few sessions.
- A staff member is assigned as the child's Key Person.
- Staff guide parents on how to create a calm goodbye routine.

d. Emotional Support

- The Key Person provides consistent care and attention.
- Activities are planned based on the child's interests and comfort level.
- Comfort items from home (e.g., blanket, toy) are encouraged if needed.

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5. Cultural and Linguistic Consideration

- Staff use the child's home language where possible to build trust.
- Cultural practices are respected and integrated into the daily routine.
- Visual cues and body language support non-verbal communication.

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6. Monitoring and Documentation

- Settling-in progress is observed and documented in the child's learning journal.
- Staff meet with parents daily while drop off for quick update for the child and after the first two weeks for more detailed feedback.
- Concerns or extended difficulties are addressed in partnership with parents and support services if needed.

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7. Roles and Responsibilities

- **Key Person:** Main contact for the child and family, supports emotional development.
- **Class Teacher/ Assistant:** Implements the daily routine and activities.
- **Parents/Guardians:** Share relevant information and participate in the transition process.
- **Nursery Manager:** Oversees the policy implementation and addresses any issues.

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8. Review and Evaluation

This policy is reviewed annually or as needed based on feedback from staff and parents, and in accordance with any updates to ADEK regulations.

Parent Signature:

Principal signature :