



DEAN CLOSE NURSERIES LIMITED

Independent Day Nursery

Parental/Carer Involvement and Settling In (NL010)

Dean Close Nurseries Ltd is wholly owned by The Dean Close Foundation,
registered Charity No: 1086829

DEAN CLOSE NURSERIES LIMITED

PARENTAL/CARER INVOLVEMENT AND SETTLING IN

Policy Statement

We believe that children benefit most from early years education and care when parents/ carers and the nursery work together in partnership. Our aim is to support parents/ carers as their children's second most important carers. This involves them in their children's education and in the full life of the setting. When we refer to 'parents/ carers' we mean anyone who has parental responsibility over a child, including birth parents, foster parents, step-parents, parents who have contact with their child but may not live with them, gran-parents and carers.

- parents/carers will be encouraged to visit the nursery with their child before registering
- prior to a child starting parents are fully informed of the policies and procedures of the nursery including their statement of purpose
- parents will provide the nursery, prior to child starting, a comprehensive and detailed account of the needs and preferences of their child
- every effort will be made to provide translation services or interpreters, as needed for parents/carers whose first language is not that of the nursery
- parents/carers will be encouraged to accompany their child during his/her settling in period
- new parents/carers will be welcomed and helped to become familiar with the day to day routine of the nursery and good practice
- parents/carers will be encouraged to participate in the nursery 's activities, to learn about the curriculum and the importance of play in the child's development both in the nursery and at home
- all contributions of all parents/carers will be welcomed, whatever form these might take, they will have opportunities to contribute their skills, knowledge and interest
- all parents/carers will be encouraged to discuss the progress of their child formally or informally
- parents have the right to access their child's records
- all parents/carers will be made aware of how any queries, compliments, complaints or suggestions can be made
- all parents/carers will have access to the provision's complaints procedure

Date of Issue: March 18

Review Date: March 19

Owner: Area Manager

- all parents/carers will be given the opportunity to talk and discuss personal matters relating to their child, in confidence and in privacy, on a daily basis if required

Settling Children into Nursery

- all children's individual needs will be taken into consideration when settling into the nursery
- children will be permitted to bring comfort toys etc. to the nursery
- parents will be encouraged to accompany their child to the nursery for initial visits prior to starting
- arrangements may be made for parents to leave him/her initially for short periods and gradually extending to the full session when s/he is ready
- the nursery will work in partnership with parent/carers during settling in period

Transferring between base rooms

- children will move between base rooms when they are ready, dependant on their development stage, confidence and age. Settling in sessions will be phased just as when they initially started nursery
- key workers will support children transferring to the next room by accompanying them on their settling in sessions
- staff will keep parents up to date on how children are doing during the transition period, which will take as long as necessary for children to feel comfortable and happy