**Settling in Sessions**

When you have chosen that you would like your child to start nursery with us we will arrange settling in sessions for you and your child to attend. We understand that this is a big step as you are leaving your child with someone you don’t know which is why settling in sessions are vital. During the settling in process you will get to know the environment, us and our routine while we also get to know you and your child. We do understand that you can be very anxious and worried at this time; we encourage you to tell us this and ask any questions that will reassure you and help you feel comfortable with leaving your child in our care.

At The Green Cave Day Nursery we generally start with 3 sessions. The aim of our sessions is to be a positive experience as much as possible to encourage the child to want to come back. Before you come for your settling in session, we will decide who is going to be your child’s key person, this then means this member of staff will be responsible to getting to know you and your child and create a strong bond.

For our first settling in session we ask that you stay for the whole session, this allows the child to come back to you or look to you at any point for reassurance needed. In this session their key person will ask any information that will be needed for the day to day care of your child including any allergies, if/when they sleep and any other information that we will require. During this time your child will be encouraged to explore the environment and play with the resources but will know you are there for support if needed.

On the second /third settling in, you are advised to stay for a short while and then leave for an amount of time agreed between you and your child’s Key Person we normally suggest 10 minutes and that you are nearby whether that’s in the reception area or just outside that we can call you back if required. During the time you are out of the room should your child get upset at any point the key person will try to settle them by distracting them, offering their comfort items or singing – these usually work. Should we not be able to settle your child we will ask you to come back into the room so they understand that their parent/carer will always come back.

Each child is unique and some may need more settling in sessions, this is absolutely fine as we would rather a happy settled child who is able to thrive. Should you require more then we will book these in with the Nursery Manager at a suitable time.