

Settling In Policy

- We encourage parents to bring their child when looking around Puddle Ducks.
- If you decide to register with us we send out full registration documents which are filled in with full details, routine sheet and medication forms. These are to be returned before the child's first session. This helps us to settle a child by keeping continuity with their routine and knowing their comforting strategies. All information disclosed by parents/guardians will be treated in the strictest confidence. These records will be kept at Puddle Ducks at all times and will also be kept for record when the child has left. All records are available for inspection if requested by a registered inspector.
- We work in partnership with parents to discuss how you would like to settle your child into nursery.
- We offer 1 or 2 hours sessions if you require for their first couple of session and then move onto the child's full session, as this then keeps consistency for the child.
- On the child's first session you are able to come in and speak to the room supervisor to discuss all registration documents. This usually takes about 20 minutes.
- We then ask parent's to leave the child so that he/she can start to bond with staff and other children within the room.
- Parents/guardians are welcome to ring at any time during the day and if you would like to collect early you would just need to inform a member of staff or ring to let us know.
- We have a parent's reception area where there is information about things on in and around the nursery. We also send home a fortnightly newsletter which will keep you informed as to what children are looking at during this time.
- We also run monthly parents sessions where you can come into the nursery with your children and join the session for 1 hour. We cover outside play, cookery, song time, planting, get together time, craft etc... You also get to meet other parent's and carers along with seeing your child's individual 'Splash Book' (Observation) whilst enjoying a tea/coffee.
- If your child does not settle and all comforting strategies have been used you will be contacted for further advice or the option of collecting your child.