



5.5 Settling in nursery policy

Brockham Green Nursery is committed to ensuring that children:

- Feel safe and happy in the absence of their parents.
- Recognise other adults as a source of authority, help and friendship.
- Are able to share with their parents the new learning experience enjoyed in the Nursery.

Brockham Green Nursery is committed to ensuring that parents:

- Feel welcome and involved from the beginning.

Procedure

- All parents will receive a Welcome Pack which includes a welcome letter, All About Me form, Admission form, Photography and Video permission slip, Sun cream permission slip, Nursery Fees and Funding information and details about the Nursery. The form entitled All about Me gives them the opportunity to provide the nursery with information about their children.
- All parents will receive an Admission form allowing parents to provide personal details about their children; this must be returned to nursery prior to a child starting.
- All parents and children will have the opportunity to visit the Nursery during the weeks before an admission is planned.
- All children will be allocated a key worker who will assist their children to become familiar with the Nursery.
- Only two new children will attend Nursery on any one day.
- Parents will be encouraged to stay with their children as long as is deemed necessary.
- Parents will be encouraged to separate from their children for brief periods at first gradually building up to longer absences if this proves necessary.
- Parents have access to and are free to input into their children's journals on tapestry.

- Consultation between parents, the Nursery Supervisor and key worker for any Special Needs children will take place and an EHA (Early Help Assessment) will be drawn up.
- Nursery staff will ensure that families feel welcome and supported in the Nursery for as long as it takes to settle their children there.
- Staff will reassure parents whose children seem to be taking a long time settling into Nursery.
- Staff do not believe that leaving a child to cry will help them settle any quicker. If a child will not settle and continues to show signs of distress, parents/carers will be contacted to come and collect them.
- Home visits are carried out before the child starts by the Key worker or Supervisor.
- Nursery policies will be available in Nursery at all times for parents to access.
- All parents may access OFSTED reports at any time.
- All parents are positively encouraged to join the Nursery Committee.
- All parents have the opportunity to attend the AGM which is usually held in October.

Date reviewed – November 2025