



“Nurturing curiosity and inspiring imagination”

## Settling in to Sandy Lane Nursery and Forest School

**A very warm welcome to Sandy Lane Nursery and Forest School. We are really looking forward to getting to know you and your child.**

### Settling in is important



Starting nursery is a big step for most children as well as for you as parents or carers. That’s why we think settling in is really important. The time you spend helping your child to settle in will really benefit them in the long run – it will mean your child will be happier, more confident, learn better and enjoy nursery more. Spending time with your child’s key worker will also benefit you as a parent or carer. You will have opportunities to tell us about your child, ask questions and get to know us a little more. At Sandy Lane Nursery and Forest School we aim to work in close partnership with parents and carers and our induction programme is the first step on this journey.



We aim to settle children in steadily, so they can get lots of support and attention, we want their experience of nursery to be positive. All children are different and will settle in at different rates. All children spend their first 1 hour visit with their parent/carer. Your child’s settling in period is then tailored to suit their needs and it is for you and your child’s key worker to decide when your child is ready to spend some time in nursery without you. During the home visit, we will ask you some questions about your child, their likes, dislikes and current interests. We will also talk with you about your child’s health and development. This information will help us to settle your child in, and help us to make sure we meet your child’s needs in nursery.

### Usual Arrangements for your child’s induction into nursery

This information explains the induction arrangements to help your child become happy and settled at start in their learning journey in nursery.

-  You will receive a letter from Janet in our office confirming your child’s place at nursery and the room they be in. Garden Room is for 3-4 year olds, Sunshine is our 2 year old room and Rainbow is our specialist room for children with SEND
-  The half term before your child is due to start nursery, the room leader (Jamie for Garden Room, Jo for Sunshine Room and Kirsten or Nikki for Rainbow Room) will telephone you to set a date to visit you and your child at home. For families offered a place for their child midterm contact will usually be made within 2 weeks of them receiving the letter offering a place. During this visit your child will meet at least one member of staff from the room they will be in at home where they feel most comfortable. Parents/carers are encouraged to talk to share any information they think would be helpful. Staff will ask some questions about things like what your child enjoys at home so we can make sure we have some of these activities available in nursery when you visit. They will also share some documents for you to complete and return, talk about

nursery routines, things your child will need to bring, uniform, snack and arrangements to help your child settle in to nursery.



3. During or shortly after the home visit Jamie, Jo or Kirsten/Nikki, our room leaders, will be in contact with you to arrange a date for you and your child to make your first visit to nursery.



4. On the date agreed you and your child will attend nursery for a 1 hour visit. During this visit your child will have the opportunity to play and explore, meet new children and the adults who work in the room. Together you will meet your child's key worker and staff are always available to answer any questions you may have. If you haven't visited nursery before this visit we will also give you a short tour of the school. You can help your child to settle in by follow some of the suggestions in the next section



5. Your child's next visit will be within the next couple of days, on a date previously agreed with you. For this 1 hour visit we ask that you settle your child in and then leave the room. Parents/carers are very welcome to wait in our staffroom and have a drink if you don't want to leave the building

**It will be for you and your key person to decide together when your child is ready to have a little bit of time in nursery without you.** Please make sure that your child knows you are leaving – if you “slip away” when your child is busy, then your child looks round, expecting to see you, it can be upsetting for them that you aren't there. Say goodbye to them, maybe give them a kiss and let them know that you will be back soon.



6. The big day has arrived! For most children their next session in nursery will be their first full 3 hour session in nursery without a parent or carer. For children who will be attending for 30 hours we invite them for 3 hour session including lunch before they attend full time.

If your child already has experience of nursery or needs a little longer to settle in staff will discuss a shorter or longer transition period with you. The most important thing is that your child is happy, settled and enjoys their time in nursery

### How you can help your child to settle in

We will really need your help during the settling in period, because you know your child better than anyone. Please talk to your child's key person about how you think things are going.

#### There are two important parts of settling in:

- Your child feeling confident to play and explore in the nursery
- Your child playing and feeling comfortable with their key person

These are some of the ways you can help:

- **If your child has spent time away from you** (e.g. with other members of the family, in a nursery, with a child minder, with a friend) – tell us how your child got on. Did she or he find anything difficult? What helped to comfort your child?
- **Even if your child has already been to another nursery or been with a child minder**, you will still need to help with settling in. At Sandy Lane Nursery and Forest School, the adults and routines of the day will be new to your child.
- **During settling-in, please try to be “available” to your child.** Let them come back to you when they want to. Make sure your child knows where you are, and can come back to you easily. Don't put any pressure on

them to move away from you. But try not to be too interesting – it's helpful if you sit back a bit and let your key person play with your child.



At Sandy Lane Nursery and Forest School staff have lots of experience to help children settle in to nursery. Your child's key worker is always available to talk with you about how your child is settling in and support you with any concerns you may have.

- **Settling in goes well for most children, and they quickly start to enjoy nursery.** Many don't want to leave after their first visit! But if your child gets upset or sad, don't worry. All of us can feel sad when we are parted from someone we love. What matters is that your child can be comforted by their key person and helped to settle. Try to be as confident as possible that your child will be okay. If your child sees that you are upset or anxious, then they will get upset too.
- **If your child can't be comforted by their key person,** then we will ask you to come straight back in. We want your child to have a positive experience of nursery and enjoy their time here.

Thank you in advance for working in partnership with us to help your child settle in to nursery and begin their learning journey at Sandy Lane. If you have any questions or worries then please talk to your child's key person. Once your child attends nursery for their full sessions your child's Room Leader, will arrange a meeting with you to talk about things your child will be learning and how you can help at home, guidance available on our website, routines and events and provide help for you to access Tapestry if needed. She will also explain how you can access our induction questionnaire. We would be grateful if you could complete this questionnaire as it helps us to understand what you think we are doing well as well as ways we may be able to improve.

#### **Top tips – bringing your child to Sandy Lane Nursery and Forest School**

- We value our close partnership with parents and carers. Please talk to your key person if you are unsure about anything, or have any worries or concerns. We will talk to you regularly about how your child is getting on and how we can work together to help your child.
- We regularly run workshops to support you and help your child to develop and grow. We hope that these will be activities you will find useful but if there is something more that you would find helpful please tell us so we can think about adding something new.
- The main way children learn in nursery is through play and through exploring real things. The children can move between indoors and outdoors freely for most of their session. Play can be a messy business so children will sometimes get messy or dirty in nursery. Please dress them in clothes and shoes that they can run around and play in freely. It's best not to send them in their best clothes. It's helpful if your child has a couple of spare sets of clothing in nursery too, just so we can help them to get changed if needed. You will find more information on the benefits of messy play on our website [www.sandylanenurseryandforestschool.co.uk](http://www.sandylanenurseryandforestschool.co.uk) under the Parents- New Starters-Play at Sandy Lane tabs



**Some ways you can help your child at nursery:**

- Children will bring a book home weekly but you are welcome to change these daily if you prefer. We also post home learning on Tapestry in addition to the home learning activity bags your child will receive. Your child will enjoy sharing stories and playing with you or other family members. We ask you to post pictures of your child enjoying these home learning activities on Tapestry with a short commentary. Guidance on the use of Tapestry is available on the school website under the Parents – New starters tabs and will also be shared with you by your child’s key worker during the induction meeting. If you have any questions about this app please just ask a member of room staff who will be happy to help.
- Children can be more independent if they wear clothes they can take on or off themselves. Velcro shoe fasteners and elastic waistbands are easy – laces, lots of buttons and belts are difficult for young children.

**Please help the nursery by:**

- Not using your mobile. When you are dropping off or picking up your child, we think it is important that you are available to listen to your child and talk with them. Please try and greet them positively when they return to you at the end of the session
- Not taking photos –other families may not want you to photograph their child. We take pictures of the children regularly which we will share with you on Tapestry to record things that are important for your child.
- Telling us if someone different is going to pick up your child (if it isn’t going to be you or one of the other people on your form). The minimum age for picking up a nursery child is 16 years old. If we don’t know the person who comes to nursery, we will not let them take your child. This is for safeguarding reasons