



Settling in Policy

At Oasis Childcare Centres we want children to feel safe and happy in the absence of their parents, to recognise other adults as a source of authority, help and friendship and to be able to share with their parents the new learning experiences enjoyed in the nursery.

In order to accomplish this we will:

- Encourage parents to make short visits to the nursery with their child during the weeks before an admission is planned to familiarise the child with the staff, children and nursery.
- Ask parents to fill out the registration and "All About Me" forms and discuss matters such as diet, health and medical conditions, religion, language, special words, toilet routines, favourite toys and likes and dislikes. These forms are reviewed annually.
- Encourage children to share their interests and likes from home by giving them a home-to-setting settling box. The box contains photographs of the setting and staff and information about our daily routines. There is also small plastic bags which give the children the opportunity to bring in objects that are of particular interest or importance to them and share them with the staff and other children. This will enable the staff to develop a greater understanding of each child's individual likes and interests and support them in getting to know the child throughout the settling process.
- Ensure that all parents settling or helping in the learning rooms have any bags or personal possessions safely locked away in the office and that they are made aware that they are not permitted to enter the children's toilet area. The reception area toilets are available in the event of a settling child requiring their parent's help.
- Make clear to families from the outset that they will be supported in the Oasis for as long as it takes to settle their child through flexible admission procedures.
- Re-assure parents whose children seem to be taking a long time settling into the nursery. Encourage parents, where appropriate to separate from their children for brief periods at first, gradually building up to longer absences.
- Children cannot play or learn successfully if they are anxious or unhappy. Our settling in procedures aim to support parents in helping their child feel comfortable in the Oasis settings, to benefit from what they have to offer, and to be confident that their parents will return at the end of the session/day.

- Children moving up to a new room (eg babies to toddlers or toddlers to pre-school) should be given sufficient visits to settle in to their new room. The parents should be involved in the decision to move their child to a new room in advance (please see Transition Policy).
- We operate a key person system where the staff are responsible for individual children, coordinating their needs and development, sharing information with parents, planning and implementing their activities and recording their achievements. In the event of your child's key person being absent another member of staff within that room would take on the responsibility of ensuring that your child's needs were being met.
- When a child moves to a new room the key worker may change or the child will have a secondary key worker. All developmental and registration information about the child will be shared with the new key worker to enable them to get to know the child too. Parents will be informed who the new key worker is for their child.
- The key worker talks to parents about interests and activities that children have been involved in throughout the session/day when they are picked up. We also operate daily diaries and 'What we did today' boards for parents to share important information when a child comes to the nursery and goes home.

Working in partnership with Parents and Carers

Here at the Oasis we acknowledge that the relationship between the child's parents/carers and Oasis Childcare Centres is crucial to the child's well being, development and progress.

Parents are the experts on their own child and are the first educators. At The Oasis Childcare Centre we firmly believe that the parents/carers should be seen as partners in the care and education of their child. In order to ensure that all individual children's needs are being met we encourage parents/carers to share their experiences with staff in the following ways:

- Daily informal chats
- Formal meetings
- Daily diaries
- Parent Consultation Evenings in January & July
- Monthly learning stories
- Parent Questionnaires
- Wow sheets
- Home learning bags
- Visiting Friends and Travelling Ted
- Termly Assessments

- Parent Support Group and training events

We operate an 'Open Door' policy whereby all parents/carers are encouraged to see for themselves the activities the children are participating in and are given the opportunity to discuss their child's progress formally and informally with their key worker.

At Oasis Childcare Centres we work closely with parents to agree a consistent approach to managing children's behaviour using distraction, discussion, praise and reward.

The Oasis Complaints Procedure is displayed on the noticeboards together with the telephone number of OFSTED.

Adopted by The Oasis Management Committee on: _____

Representative of Management Committee Signature: _____

Review Date: August 2019