

SETTLING IN POLICY

The Nursery Manager will contact the parents/carers one month prior to the child's start date to arrange suitable times and dates of sessions.

1. Parents can bring their child to the first settling in session for a half hour visit to complete the necessary paperwork and meet the room leader.
2. Birth certificate must be emailed over prior to the visit.
3. Two other sessions an hour in length will then be arranged but the child will be dropped and left for the length of the session.
4. If the parent or child falls ill with COVID-19 symptoms prior to the visit they should phone/email and cancel the visit and follow the government guidelines. Once well visits can be rearranged.
5. Parents will not be charged for settling in visits.
6. Parents will be issued with a Welcome Pack and nursery bag and our Policies and Procedures will be emailed over.
7. Parents will be added to the email group for communication purposes and given the Facebook group details to join the closed group where we post daily photos and communicated nursery updates.