

Greetings and farewell

Within the eight settling in sessions in to the appropriate age group, members of staff from that room will attempt (in turn) to form a bond with the child. The child will be in control of which member of staff he or she chooses to form a relationship with. This will be indicated when the child allows the member of staff to stay in close proximity to themselves for any length of time. This is when we ask the adult to take a backseat. We will then gradually ask the parents to leave for a short period of time. The first time the child is left in our care, we advise it is no longer than an hour. This time will be increased as the sessions continue.

The member of staff who has bonded with the child will be responsible for settling them into nursery in the morning. Although you can expect all members of staff to cheerfully to greet the children, it will be the responsibility of each member of staff to introduce the children they have formed a bond with into their daily routine i.e. helping the children to hang up their belongings, say good bye to their parents and settle them into the mornings activities and administering comfort (cuddles etc.).

It is the responsibility of each member of staff to report to their senior through to the manager the progress of all the children settling into the nursery. All information positive or negative will be reported to the parents on their return.

When parents arrive they will be greeted by staff, who will report on their child's progress throughout the day. Parents will be provided with a daily diary, which records everything about the child's day. Opportunities will be given for parents to discuss any progress or concerns.

If more time or privacy is required to discuss the child, an appointment convenient to both staff and parents can be made.