



## **Coronavirus Settling in Policy**

As of 3<sup>rd</sup> June 2020, children will be returning to the nursery and children, staff and parents will be introduced to new policies and procedures. The aim of these policies and procedures are to minimise the risk of infection for children and staff. Our aim is to only allow individuals into the building premises that are employed by the Three Little Birds Nurseries or contractors that are critical to the business. For this reason, the settling in policy will be temporarily changed until we are allowed to ease precautions as directed by the government.

### **Prior to starting at nursery**

Prior to your child starting at the nursery, you will receive an 'All About Me' which enable you to share any important information about your child and family background. Following this, your key-person will review your 'All About Me' and arrange a call via phone or video call to discuss this further. During this time, it will give you a chance to ask any questions you may have and begin to build a relationship with your key-person.

In addition, we will share our Operational Procedure and we require you to complete a 'Child handover form'.

The nursery will offer a range of settling in sessions over a 2 week period, which will be tailored to meet you and your child's needs. We will begin with a shorter first settle, which will give opportunity for your child to become familiar with the environment and people around them. The session will usually last between 30 minutes-1 hour. Following sessions will be increased and arranged with you accordingly.

### **Upon arriving for your settles**

Upon arriving to your settle, the key-person/buddy will be there to greet you at the entrance. You will have a brief handover and your child will be taken to their room with lots of opportunities to play and explore with their key-person. The parent/staff member will be required to wear a face covering by the entrance where possible contact may occur. We will stay in contact with you during the first settle to give you short updates.