



Little Learners
NURSERY GROUP

Settling In

Created: January 2026

To be reviewed: January 2027

At Little Learner's Nursery Group, we aim for children to feel safe, stimulated, and happy, and to build secure relationships with all staff. We also want parents and carers to have confidence in both their children's well-being and their role as active partners, ensuring children benefit fully from the nursery experience.

We support parents and carers in helping their children settle by considering the individual needs of each child and family. Nursery staff work in partnership with parents/carers through the following measures:

- Providing parents/carers with relevant information regarding nursery policies and procedures.
- Encouraging visits before admission (e.g., Stay & Play sessions, show-arounds, workshops).
- Offering settling-in sessions over the course of a week at a flat rate fee of £220, providing a **1:1 ratio** for bonding with the child's key person.
- Welcoming parents/carers to stay with their child during the first few sessions until both child and parent feel comfortable.
- Reassuring parents/carers whose children may take longer to settle.
- Encouraging gradual separation, starting with brief absences.
- Allocating a **key person** to each child and family before attendance, ensuring individualized care and support.
- Reviewing the key person if the child bonds with another staff member.
- Respecting family circumstances and keeping parents informed of progress.
- Children will **not** participate in outings until fully settled.

Settling-In Procedures

The settling-in process typically takes **three weeks**:

1. **Week before starting:**

- At least **one Stay & Play session** is required to familiarize the child with the nursery and key person.
- Parents may spend time with the child; the key person supports the transition.

2. **Transition week (child's start date week):**

- Flat fee: **£220** for the week.
- **Monday:** 1-hour Stay & Play with parent, 1-hour without parent. Key person support provided.
- **Tuesday:** 2-hour session; parent may stay or wait elsewhere.
- **Wednesday:** Half-day session including lunch (pick-up 12:00).
- **Thursday:** Half-day with lunch and nap for Bunny and Tiger Rooms (Panda Room no nap), pick-up 14:30.
- **Friday:** Full day with lunch, nap (where applicable), and tea; pick-up 16:30.

3. **Week children begin booked hours:**

- Children attend full days per their booking schedule.
- The nursery will adapt the schedule if a child requires a longer settling-in period.

- Parents are advised **not** to return to work immediately if their child is still settling.

Parent Responsibilities for Smooth Transition

Parents are encouraged to:

- Wean their child off breastfeeding during nursery hours (8:00–18:00).
- Encourage children to sleep without being rocked or breastfed.
- Familiarize children with other adults (family or friends) to ease separation.
- Introduce the nursery routine at home to help children adapt.

Nursery routine:

- 08:00 – Breakfast
- 10:00 – Snack
- 11:30 – Lunch
- 12:30–14:30 – Sleep/nap time
- 15:30 – Tea

Staff ratios:

- Baby room: 1:3
- Toddler room: 1:5
- Preschool: 1:8

Note: 1:1 care is only provided during the settling week.

Children accessing **funded hours only over 38 weeks of the year only** are not required to pay the transition fee. We will offer a stay and play session on the first

day, with parents/carers present, to support settling in and to complete the required paperwork.

If the nursery feels a child is not ready, settling-in may be deferred until the child is adequately prepared.