Settling In Policy

Reviewed: 25 September 2026 · Next review due: 25 September 2027

At Circadian Nest Nursery, we work with parents to help each child settle into nursery. Every child is different, so we tailor settling in to each child's needs and progress.

Key person

Every child is assigned a key person, as required by the EYFS. The key person helps the child settle and is the main point of contact for parents. The nursery may change a child's key person where this better supports the child.

Before a child starts

Parents must tell us about their child's routines, sleep, feeding, comfort items and any needs before the start date, so we can plan their settling in.

Settling-in sessions

Before a child's start date, we offer three free settling-in sessions:

- **Session 1:** one hour, with a parent or carer staying.
- **Session 2:** one hour, with a parent or carer staying for the first 30 minutes.
- **Session 3:** one hour, without a parent or carer.

Any further settling-in visits before the start date are charged as set out in the Parent Contract.

Building up to contracted sessions

From the start date, we aim to build up gradually to the child's contracted sessions. This is tailored to each child and decided by the key person and Manager, based on the child's progress and wellbeing. We cannot guarantee how long settling will take. Fees are payable for the child's booked sessions from the start date, as set out in the Parent Contract.

We advise parents to allow time for settling before returning to work, and to have back-up childcare in place.

Keeping parents informed

Where parents have given consent, we aim to share updates, such as photos or videos, through our communication platform, and to talk briefly with parents about their child's settling at drop-off and collection. Our priority is caring for the children, so updates may not always be possible. Any questions about settling, hours or fees should be sent in writing to info@circadiannest.co.uk.

If a child is not settling

If a child finds it hard to settle, the Manager will discuss this with parents and may put a written settling plan in place. The nursery may end a place during the settling-in period, as set out in Section 3a of the Parent Contract.

Advice from staff, including a suggestion that another type of setting may suit a child better, does not end a place.

Adopted (initial)	Reviewed	Next review	Signed on

			behalf of the nursery
1 February 2026	25 September 2026	25 September 2027	Suhail Farooq, Director

Any concern about a child's welfare, wellbeing or safety arising under this policy will be referred without delay to the Designated Safeguarding Lead (Samina Farooq) or, in her absence, the Deputy Designated Safeguarding Lead (Aliyah Ali), in line with our Safeguarding Children and Child Protection Policy.