Westfield Nursery

Settling in week

The settling in week times are as follows:

- Monday 9.30-11 (parent stays with child)
- Tuesday 9.30-11
- Wednesday 9.30-12
- Thursday 9.30-2
- Friday 9.30-4

From Tuesday you will be leaving your child for 1 hour after settling them in the room for 5 minutes. If your child becomes too distressed, we will ask you to collect them earlier.

We are aware that every child is individual and so these times may have to change so that we do not cause undue distress. On the first day of settling you can discuss these times with your child’s key person, and they may change as the week goes on, depending on how your child is settling in.

On Monday (first day) your child’s key person will discuss the room’s routine and also check that you have completed all of the nursery forms. You will not be allowed to leave your child unless all the forms have been completed. You will be given a contact number for your child’s room so you can telephone to see how they are settling in.

We understand that the settling in process can be an emotional time for you and your child and we are here to support you in any way we can.