Guide to settling into our nursery
Introduction

At KTB kids we understand what an emotional and stressful time starting nursery can be for both you as a parent and your child, which is why we have put together this guide to give you some idea of what to expect when your child starts here at KTB Kids.
What to expect

BEFORE YOUR CHILD STARTS OUR NURSERY
Registration forms

Every child is different, this is why we need to gain as much information as possible from you prior to any settling in sessions. Our registration forms including the health questionnaire and consent forms will alert us to anything that we need to know to be able to safely care for your child. The forms will outline any allergies, health concerns, food intolerances or preferences and all family and emergency contact details and child collection information.
The Personal Profile at KTB Kids

Before a child starts with us we ask parents to comment on their child’s likes, dislikes, favourite activities and personality. This enables our nursery practitioners to understand what to expect from the child whilst we are getting to know them, and also the activities the child would enjoy the most. This information helps to ensure a child enjoys their first nursery experiences. We also ask for the parents expectations of us as a nursery so that we can meet and hopefully exceed these standards.
Putting the information together

When put together, the information gathered from each of the pre-registration forms help us to make the settling in process more streamlined and stress free for the parents, nursery practitioners and of course the children. The forms that must be completed are:

1. Registration form
2. Consent forms
3. Health questionnaire
4. Personal profile
What to expect

SETTLING IN SESSIONS
Settling in sessions
Organising settling in sessions

Each child who attends KTB Kids full time is entitled to 2 half day and 1 full day settling in sessions:

- Morning: 10am 1pm
- Afternoon: 1.30pm 4.30 pm
- Full day: 10am- 5pm
What your child needs to bring

- Nappies (if your child is still in nappies)
- Wipes (if still in nappies)
- Sun cream
- Sun hat
- Rain coat
- Wellies
- Change of clothes
- Water bottle
- Comforter (if your child has one)
What your child should wear

Each day children will participate in a wide range of activities including messy and creative play. Although we provide protective aprons for these activities we still advise that parents don’t dress children in new or expensive clothes.
What happens when I bring my child in for their settling in session?

At KTB Kids we understand that your child’s first day at nursery is a big occasion and that you will want to bring your child in, watch them play and say good bye, however years of experience has taught us that in order for children to settle quickly and with the least amount of stress and upset it is best if one of our practitioners takes your child off to play while you leave quickly without saying goodbye.
Why shouldn’t I say goodbye?

Sadly, at first it is impossible for us as practitioners to compete for a child’s attention while the parents are still in the room. Within the nursery we have a wide variety of resources that we can use to distract a child if they show any distress. It is important that from the outset the child learns to associate the nursery with different play experiences to home, and that the child begins to bond with the nursery team. Once your child is settled in the nursery of course you will be able to say goodbye.
What to expect

STARTING AT THE NURSERY
Starting at the nursery
Your child’s belongings

Each child attending the nursery will have their own dedicated peg in the nursery cloakroom. This is where their daily belongings will be safely kept. Parents can choose to either bring in a freshly stocked bag each day, or to bring in a stock of supplies to stay at the nursery, and we will inform you when this needs replenishing. Either is fine by us. Please remember that if your child is in nappies they will need at least 6 nappies per day. Toilet trained children will always need spare undergarments.
The first day

On your child’s first day at nursery, like at the settling in session one of our practitioner’s will take your child off to play while you make your exit. We will call you half way through the session with an honest update on how they are doing. Remember that some tears are expected but if your child was inconsolable we would call you sooner. What we aim for in these first sessions is to be able to settle and distract the child should they become upset. It can take time for a new child to settle into the nursery routine, but be reassured that they will.
The KTB Kids nursery routine

We understand that children have their own daily routines and we can be flexible around the nursery routine to fit with individual needs. However, a nursery day needs some structure and at KTB Kids we fit in two outside adventure trips each day and sit the children together in our communal dining space to eat five times per day so the need for some organisation is important.
## Morning routine

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to 08:30</td>
<td>Breakfast is served</td>
</tr>
<tr>
<td>09:00</td>
<td>Circle time and free play</td>
</tr>
<tr>
<td>09:30</td>
<td>Mid morning rolling snack bar</td>
</tr>
<tr>
<td>10:00</td>
<td>Morning outside adventure</td>
</tr>
<tr>
<td></td>
<td>Adult led and child initiated free play</td>
</tr>
<tr>
<td></td>
<td>Sleep room</td>
</tr>
<tr>
<td>11:30</td>
<td>Free play</td>
</tr>
<tr>
<td>11:45</td>
<td>Hot lunch and pudding served</td>
</tr>
<tr>
<td>12:30</td>
<td>Adult led and child initiated free play</td>
</tr>
</tbody>
</table>
# Afternoon Routine

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>13:00</td>
<td>Adult led and child initiated free play</td>
<td>Sleep room</td>
</tr>
<tr>
<td>13:45</td>
<td>Afternoon outside adventure</td>
<td>Adult led and child initiated free play</td>
</tr>
<tr>
<td>15:00</td>
<td>Adult led and child initiated free play</td>
<td>Sleep room</td>
</tr>
<tr>
<td>15:45</td>
<td>High tea served</td>
<td></td>
</tr>
<tr>
<td>16:30</td>
<td>Circle time, adult led and child initiated free play</td>
<td></td>
</tr>
<tr>
<td>17:30</td>
<td>Evening rolling snack bar</td>
<td></td>
</tr>
<tr>
<td>18:00 – 19:00</td>
<td>Adult led and child initiated free play</td>
<td></td>
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</tbody>
</table>
Every child has a folder that contains their completed daily diaries. These are information sheets that detail:

- What your child has done and learnt that day
- What they have eaten and how much
- How long they have slept for
- When they visited the toilet or had their nappy changed

Parents are more than welcome to take these home with them but folders must be returned at the child’s next nursery session.
Allocating a key practitioner

After a couple weeks at the nursery your child will be allocated a key worker. We have chosen not to routinely allocate your key worker from when your child starts at the nursery as we like to see who your child best bonds with so that we can match them with the practitioner who they naturally navigate towards. As soon as we have allocated a key practitioner we will inform you of the name of that practitioner.
Key practitioners responsibilities

Your child’s key practitioner will be your first point of contact within the nursery on a daily basis. It is this key practitioner who will complete the daily diaries and who will work closely with your child. They will observe your child and will plan and set up suitable activities on a daily basis that they know your child will enjoy, but will challenge them. This makes sure they reach their potential for learning. They will also complete the statutory assessments required for each child attending a nursery.
What to expect

WORKING IN PARTNERSHIP WITH PARENTS
Working in partnership with parents
How we achieve effective partnership

At KTB Kids we understand that for the best outcome for the child, as practitioners we need to share information with the parents and carers of the children attending our nursery. We have several measures in place to assist with this but ultimately it is important that all parents acknowledge that we always have an open door policy and if you have any concerns, questions or information that you would like to share with us we would be open to receive or discuss this at any time.
Communication with parents

The measures that we have in place to be able to effectively communicate with parents and encourage two way communication and an open door policy with our practitioners and management beyond the completion of daily diaries are:

1. Information for parents board
2. Events
3. Key practitioner meetings
4. Comments box
5. Complaints
Information for parents board

In our reception we have an information for parents board. Here you will find the menu for the week, any upcoming events or any changes to the team that you need to know. It also contains a profile and image of every practitioner working within our nursery.

Please keep an eye on this board as you pass to collect your child each day.
Events

At KTB Kids we hold a minimum of two events per year that parents are welcome to attend. Our summer picnic and Christmas party for example give parents the opportunity to see their children interact amongst their friends and to chat to our team of nursery practitioners in a casual situation. It is also a good time to meet and chat to the other parents at the nursery.
Key practitioner meetings

At collection each day parents will of course chat to our practitioners about how their child is doing within the nursery, what they are learning, which activities they are enjoying and who they are playing with. When the termly assessments are completed however, parents may wish to discuss the outcome and plans more formally. We encourage parents with key practitioner meetings as frequently as required. They will be booked at the convenience of parents wherever possible.
Comments box

By the signing in sheets that you use each day when you drop and collect your child, is a comments box. We welcome any feedback here, positive or negative. All feedback will be taken seriously and reflected upon in order for changes to be made if necessary.

Feedback can be anonymous when provided if this way if preferred, however if a name is provided we will always respond giving information on any outcomes made.
WELCOME TO KTB KIDS

We hope that your child, and you, will have positive and enjoyable experiences of their time at our nursery.