

SETTLING IN POLICY FOR OUT OF SCHOOLS

POLICY STATEMENT OF INTENT

We at Wishing Well Family Centre want children to feel safe, happy and stimulated in our setting and to feel secure and comfortable with our staff in the absence of their parents. We also want parents to have confidence in both their children's well-being and their role as active partners within our setting,

We will therefore endeavour to make the settling-in process as positive an experience for the children and will work closely with parents/carers to ensure this is achieved.

AIMS OF THE POLICY

Each child is an individual and we aim to meet their individual needs and resolve any difficulties they have during this settling in period as quickly and smoothly as possible.

Due care and attention must be paid to a child's need for time to settle into any new environment,

In order to achieve this we ensure that -

- We encourage parents/carers to visit our setting with their children during the week before admission is planned. This is planned with the Early Years Supervisor/Out of Schools Supervisor.
- We encourage this as an opportunity to provide staff with information on the child's likes, dislikes, achievements and interests.
- When a child starts to attend, we explain the process of settling-in with his/her parents and jointly decide on the best way to help the child to settle into our setting,
- We introduce flexible admission procedures, if appropriate, to meet the needs of individual families and children. Younger children will take longer to settle in, as will children who have not previously spent time away from home.
- Staff will provide support and encouragement to parents/carers during the settling-in period however long the transition period may be
- We are happy for you to telephone to check on the progress of your child. You will be able to talk to the room supervisor and express any concerns/worries.