

SETTLING-IN POLICY

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 may 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.

Government restrictions have resulted in limited access to the building for parents and may make settling in a lot harder. All children's belongings should be clearly labelled including juice cups, dummy's etc.

We encourage children not to bring toys or other items from home to the setting, unless this is essential to their health and wellbeing. If a child is upset/unsettled we will attempt to comfort and settle, if we are unable to do so we may allow one parent to accompany their child but due to Government guidelines a parent cannot stay in any area for longer than 15 mins and must wear a face covering. However, if a child becomes overly distressed we will contact the parent / carer and we may discuss a reduction of hours/sessions for the child to attend to allow time to settle.

In order to achieve this we ensure that -

- We encourage parents to fill in an All about sheet which will provide staff with information on the child's likes, dislikes, and interests etc.
- Before your child attends we will 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. Due to Government restrictions this will be done prior to your child attending with the Early Years Manager during a telephone conversation.

- 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. Children who have had a long period of absence may also need their parent to be on hand to re-settle them.
- We have an expectation that we will gradually build up the length of time a child stays on each session, this will depend of the age and stage of the child.
- Staff will provide support and encouragement to parents/carers during the settling-in period however long the transition period may be. This will be done through phone calls, informal chats and notebooks (age 0-2) due to current regulations.
- 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.

FOR THE CHILDS FIRST SESSION WE WOULD SUGGEST -

- For some children 1 hour is long enough.
- There is no hard and fast rule and no time limit set upon the settling in process.
- Further session times will be set out by room supervisor