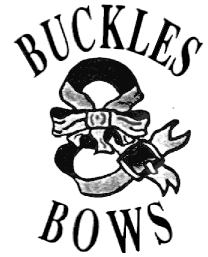


SETTLING IN POLICY



Statement of Intent

We want children to feel safe, stimulated and happy at Buckles and Bows and to feel secure and comfortable with staff. We also want parents/carers to have confidence in both their children's well-being and their role as active partners with the setting.

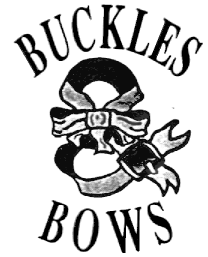
Aim

We aim to make Buckles and Bows a welcoming place where children settle quickly and easily because consideration has been given to the individual needs and circumstances of children and their families.

Methods

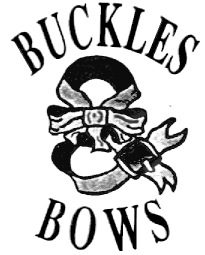
- Before a child starts to attend Buckles and Bows we use a variety of ways to provide his/her parents/carers with information. These include written information (including our prospectus and policies), displays about activities available within the setting, trial sessions and individual meetings with the parents if requested.
- We understand that this is most children's first experience of Child Care and so we arrange two settling in sessions nearer the time for both yourself and your child to attend to familiarise themselves with the environment and the other children that attend. These sessions can be reduced or increased in both time and frequency depending on the individual needs of each child.
- We allocate a key person to each child and his/her family within the first few weeks; the key person welcomes and looks after the child and his/her parents at the child's first session and during the settling in process. Until your child has been allocated a key person Lisa, the manager will discuss any queries you may have.

SETTLING IN POLICY



- We use settling in visits to explain and complete with his/her parents the child's registration records and we complete an initial assessment
- 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 settle in.
- We have an expectation that the parent, carer or close relative may wish to stay for some of the sessions during the first week, gradually taking time away from their child, increasing this as and when the child is able to cope.
- 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 period of absence may also need their parent/carer to be on hand to resettle them.
- We judge a child to be settled when they have formed a relationship with their key person. For example, the child looks for the key person when s/he arrives, goes to them for comfort and appears pleased to be with them. The child is also familiar with where things are and is pleased to see other children and participate in activities.
- When parents leave we ask them to say goodbye to their child and explain that they will be coming back and when.

SETTLING IN POLICY



- We reserve the right not to accept a child into the setting without a parent or carer if the child finds it distressing to be left. This is especially the case with very young children.
- Within the first four to six weeks of starting, we discuss and work with the child's parents to create their child's development record.

This policy was adopted at a meeting of the pre-school held on

.....(date)

Signed on behalf of the pre-school.....

Position within group.....

Review date.....