

# Attendance policy

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## Settling in

At Butterflies childcare we hope your child will feel safe, secure and settled to attend their sessions. To support this process we offer settling in sessions prior to starting with us to help to ease the transition period and get to know their key person.

As every child is different there is no rule on how long this may take, however in our experience prolonging the settling in process can also make it harder for some children to adapt to their full session and routine. We will monitor this and liaise with parents accordingly.

## Absence

If your child is unwell and unable to attend their session we expect parents/carers to inform the Manager on 07709101541 /719107 by lunchtime on the day they would be attending. In line with new EYFS guidelines we will contact you and log the reason for absence if no contact is made. We understand for most it is the first time attending a group session therefore it is inevitable children will pick up bugs and illnesses however persistent absence from sessions without valid reason or any contact may result in a safeguarding case being raised as part of our commitment to protecting the children in our care.

If your child arrives at Butterflies unsettled or displays emotional periods during their session we will do our best to reassure and settle them using distraction techniques and use of quiet areas to help to calm them. We will always try to support the child as best we can but if emotional distress is prolonged and we are unable to help, we may require parents to collect their child earlier as we do not want this to have a negative impact on their experience or unsettle other children.