

## Settling in policy

I understand how difficult it is for parents to leave their child. I will, therefore, work with you to ensure your child is settled and that you are happy with the care that I provide.

The settling in process would be tailored to individual children and families as much as I can. It is imperative that we don't rush this process, but strike a balance between your childcare needs and your child's settling in needs, in order to make sure they are as comfortable as possible.

We will have an initial meeting where we discuss setting in, but an example settling in process could be:

Over a period of 3 weeks:

Week 1	<ul style="list-style-type: none"><li>- Day 1 &amp; 2: Child and parent attend in the afternoon together for a short period - ideally at least an hour.</li><li>- Day 3 and 4 parent and child join for lunch and stay for a couple of hours. Parent attempts to step away to make phone call or similar once or twice.</li><li>- Day 5 parent and child come in the morning parent pops out briefly - possibly for half an hour during lunch or whilst the child is occupied, reassuring the child that they will be back.</li></ul>	The parent attending alongside the child assures that they are comfortable and supported in the setting, and come in at different times to see routines.
Week 2	<ul style="list-style-type: none"><li>- Day 1 &amp; 2 Parent brings the child in, but stays in the living room until the child seems settled. The Parent can then say they are going out for a little while. The child can stay for an hour at this point</li><li>- Day 3 &amp; 4 parent brings the child in, but says goodbye in the living room, whilst the child comes to play. The child can be collected after lunch if all goes well.</li><li>- Day 5 parent brings the child in and says goodbye in the hallway, the child can stay until an hour after lunch.</li></ul>	It is important that the child knows that the parent is leaving and is reassured, i.e 'Such as saying, 'Mummy will be back after you eat'
Week 3	<ul style="list-style-type: none"><li>- For this week, the parent brings the child in and helps with outside clothes, then says goodbye in the hallway.</li><li>- The child can stay until an hour after lunch. This time can increase over the week if all goes well.</li></ul>	It is important that the child knows that the parent is leaving and is reassured, i.e 'Such as saying, 'Mummy will be back after you eat and play for a little while'

Please try to keep consistent during the settling in period in order to make this as secure as possible for your child. Sadly, stopping and starting may interfere with the process and we may need to start all over again.

Within the first four to six weeks of starting I will discuss with you my initial observations of your child. An initial observation form will then be filled out and be given to you to read at home, the initial observation form will then be placed in their Learning Journey and act as a means to help me adequately plan for the needs of your child.

Some children may take longer to settle and become very upset upon parting from their parent/carer, if this is the case with your child I ask that the child is still left with us initially so that he/she has an opportunity to form a bond. Most children do settle once they are busy. If this is the case, I will let you know. I know it is hard to think of them being unhappy and I would not want to leave you worrying.

If your child is inconsolable, I will call you and we will make a plan together. This may mean that your child needs to return home on that occasion, but we will work on this as a team.

Please be aware that the settling in process may not be a straight line. Children may seem settled but have times when they are not, especially when they are tired, coming down with something, or towards the end of a term.

### **For school pickups and after school policy**

I will need to hold a meeting with the parent and their child. It is really important that we are both confident that we can work together.

The first pick up will need to be with both the parent and myself, so I am introduced to the school and the staff are aware that I will be doing pickups.

I will not begin any pickups until all information has been provided, all documentation has been filled and the policy has been read and signed. This is because I have to comply with the EYFS.