



## Settling Policy

### **Policy Statement**

Precious Children Daycare aims to ensure that a welcoming and caring environment is provided to children settling into the service. At Precious Children Daycare, we work together with our families to give each individual baby the special attention s/he needs to settle into our crèche with ease.

This policy is underwritten by the Child Care Act 1991 (Early Years Services) Regulations 2016.

### **Principles**

“Settling in is an interim stage in the transition between home and the outside world. Children’s whole future attitude to new experiences could be affected by how this situation is managed. Due care and attention must be paid to a Child’s need for time to settle into any settling”.

### **Statement of Intent**

We aim to ensure children feel safe and secure in the absence of their parents/carers.

### **Policy & Procedure**

Parents are always welcome to any of our facilities, especially during the settling-in period. We have an open-door policy where parents of children attending our facilities may pop in and visit their child whenever they wish to. If parents wish to stay they are encouraged to sit on a chair and observe rather than interact.

Our facilities will therefore endeavour to make the settling-in process a positive experience for children and will work closely in partnership with parents/carers to ensure this is achieved.

We recognise that in some cases there may be particular difficulties experienced by children, parents/carers, and staff during the settling in period and we are prepared to explore and consider various ways of settling children into the centre. All children are individuals and we plan to meet their individual needs and resolve any difficulties quickly and smoothly.

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**In order to accomplish this we will ensure that:**

- Prior to enrolment, exchange of information with parents/carers will be offered at an open day and through our Parents Handbook and registration form.
- In order to meet the needs of each child parents will be asked to fill out the “getting to know your child” form.
- Parents/carers and their children are encouraged to visit the Centre before admission to familiarise themselves with the group setting.
- Parents/carers are encouraged to provide facilities staff with information on their child’s likes/dislikes, interests, achievements through the appropriate form.
- Our Facilities offers phased/staggered settling in.
- Parents/carers and their children are encouraged to get to know the key people involved in their child’s life.