

POLICY NO.40 SETTLING IN POLICY**REV: 03 DATE:15/08/2019**

Scamps and Scholars Childcare Centre aims to ensure that children feel safe and secure in the absence of their parents/guardians. Scamps and Scholars will therefore endeavour to make the settling in process a positive experience for children and will work closely in partnership with parents/guardians.

Scamps and Scholars offers a number of hours for settling in free of charge. This usually occurs the week before the child's officially due to start but will be agreed between the room supervisor and the parent. Should the parents wish to conduct the settling in over a longer period of time this can be arranged with consultation with the room supervisor or manager.

Pre-Admission

- Scamps & Scholars will make available, information on the Settling-in policy to the parent or guardian on initial enquiry.
- Scamps & Scholars will learn from parent or guardian about child's feeding and sleeping routine and rituals, preferences, and will create close links with home, bringing familiar items/photos.
- Parents/guardians must have completed a Registration Form with all the relevant details about the child, especially contact and collection information in accordance with the Childcare Act 1991 (Early Years Services) Regulations 2016.
- Parents and guardians will be encouraged, at pre-determined times to drop-in at various times during opening hours with their children to familiarise the children and themselves with the routine, the setting and staff.
- An information session for parents and guardians will be held to discuss issues and concerns around the process of settling-in (i.e. different stages - clinging, crying, not talking, needing security blanket, are all a normal part of separation anxiety).
- Parents and guardians will be advised to make work arrangements to facilitate the settling-in process.
- Staggered starting days and times for new children will be introduced to facilitate the integration of the child into the group

First Stage:

Each child will be greeted by a staff member on the arrival of their first day. Parents will be asked to settle their child as they see fit, whether they would like to remain for their first session or if the child would be happier for them to leave.

The staff member will give advice on this matter. It is helpful if parents interact with their child, the other children and staff in the settling in process in order to reassure the child of the safety of the different surroundings, if they decide to stay while their child settles in and where appropriate.

Parents may take the opportunity to view other areas of the centre to separate from the child for short periods with the child's knowledge.

Staff will, where necessary distract the child to ease the separation process.

Following Stages:

Parents will be expected to extend the separation periods at the child's pace. The staff members in the room will assist parents through this separation process.

When children are beginning to settle without their parents, they will be supported in

observing, experimenting and discovering for themselves, without any attempt to make them participate in any activities if they do not wish to do so. Two-way communication between parents and staff is crucial during this period.

Parents may wish to bring in a comforter for their child during this period. We ask that children do not bring their own toys into the service. Sufficient toys for all the children to share are provided.

These guidelines aim to help children and parents settle in happily to the service, enabling the children to gain maximum benefit from their experience.

Parents/guardians will be provided with daily progress reports on their child.

Informal and formal meetings between families and Staff can be arranged to discuss children's learning and development, and to express any concerns that may arise at home or at the setting.

When families from diverse cultural and linguistic backgrounds are enrolled at the setting, the manager will make every effort to provide translations of policies and procedures.

Staff participate in a range of professional development relating to effective communication and relationships with families.

Any family involvement is welcome and appreciated. We encourage families to get involved in the curriculum and share their knowledge and/or skills where appropriate. Families also have the option of not being involved (beyond a minimum level of communication with Staff each day) if that is their preference.

Staff create a welcoming environment where the diversity of families and communities, and the aspirations they hold for their children, are respected.

Family photos and other aspects of children's home life are incorporated into the environment and the curriculum.
Staff will ensure that all transitions and progressions within the setting adhere to the settling in procedure.

Links are made with the local primary schools to ensure smooth transitions for all children.

An invitation is made to the primary school teachers from the local schools to visit the children in the preschool prior to their first day in September. All staff will work cooperatively with the teachers to design an appropriate plan.

It is possible that your child may not attend for full sessions over this settling in period and you should make arrangements to ensure that either you or another designated person is available to collect the child as required during this period.

With this in mind it is possible that children may become agitated as they come to terms with their new environment and the new "big people" that they are now interacting with. If we feel that the situation is becoming distressing for your child, we will contact you to come and help to settle your child or alternatively to take the child home for that day.

Fees

We generally do not charge parents for this settling in period, however full fees will apply, for your child's booked place after an initial and maximum 2 week period.

Helping Your Child to Settle in

Children settle into Preschool in lots of different ways. Some children will confidently move into the Room as soon as they come in. Other children may be nervous and anxious about leaving their parent. Most children will be somewhere in between.

Please try not to worry if your child experiences difficulties – it is a very normal part of a child’s development to be anxious, nervous or angry about starting nursery/preschool.

We also recognise that many parents will find this a difficult and sometimes upsetting process. We hope that we can use our experience to support you and your child in whatever way suits you.

Please remember that we require all parents and carers to help their children settle in. In our experience all children benefit greatly when the service works closely with the family on settling in.

Approval Date: _____

Implementation Date: _____

Signed: _____
(On behalf of the Board of Directors)