

CAIRNDOW COMMUNITY CHILDCARE LTD Policy no.30

Settling In Policy



This policy was drawn up in consultation with *committee and staff of Cairndow Community Childcare.*

Rationale

Settling in is an important stage in the transition between the home and the pre-school setting. Care and attention must be given to the needs of the child and also the needs of parents/carers when settling children into the pre-school environment and routine.

Aims

- To offer a warm and welcoming environment where children feel valued, happy and secure
- To recognise and support the individual needs of children and their parents/carers during the settling in period
- To work in partnership with parents/carers to settle the child into nursery

Procedures

As a staff we will:

- Arrange visit(s) to the setting for children and parents/carers prior to the child's placement commencing
- Carry out an enrolment process to formally introduce and welcome new children and their parents/carers to the setting
- Gather information from parents/carers about each child prior to placement commencing, e.g. likes, dislikes, favourite play activities etc
- Ensure all children and their parents/carers are personally greeted and welcomed when they arrive
- Offer familiar play activities and experiences to promote self-confidence and esteem
- Be flexible in response to individual needs e.g. making arrangements for the child to be collected early on the first few days if necessary
- Deal sensitively with any anxieties children and/or parents/carers may have
- Invite parents/carers to stay for sufficient time so that the child feels settled and the parent/carer feels comfortable about leaving
- Liaise with parents/carers and share information about the child
- Consult with parents/carers when developing strategies to help their child settle into the pre-school setting

Monitoring and Review

It is the responsibility of the Head of Centre along with the staff to monitor, evaluate and review the above arrangements and to adjust them according to need.