



## Settling In Policy

We understand how difficult it is for parents to leave their child in a setting with adults that they may not know very well. We will, therefore, work with you to ensure your child is settled and that you are happy with the care that we provide before they start their contracted hours.

We like to organise a number of settling in sessions, depending on age, for the parents and children before they start with us. The first two hour session is supplied free of charge. Further sessions are charged at the contractual rate. This gives you the opportunity to provide us with lots of information about your child so we are able to make the child feel secure and comfortable in the setting. It also gives us the opportunity to start building a relationship with you and your child and to understand both your needs and wishes. If your child is 18 months or under, we will ask you to complete a Baby Information Sheet, which details your child's daily routine and needs.

We are happy for you to stay until you feel that your child is settled. Some children take longer than others to settle and some settle quickly and then become distressed a few weeks into the placement. We will work with you to support your child through this transition period and make it as easy as possible. It is important that you and your child are relaxed and happy in our setting and with the care we provide.

Some parents find it helpful to call during the day to find out how their child is. We are happy to take your calls, but sometimes we might not be able to talk for long or even to answer the telephone if we are all busy attending to children's personal needs.

Associated forms:

- Baby Information Sheet