

# Settling-in policy

## Statement of intent

We want children to feel safe, stimulated and happy in the setting and to feel secure and comfortable with staff. We also want parents to have confidence in both their children's well being and their role as active partners within the setting.

## Aim

We aim to make the setting a welcoming place where children settle quickly and easily because consideration has been given to the individual needs and circumstances of children and their families.

## Methods

- 1 Before a child starts to attend the setting, we use a variety of ways to provide his/her parents with information. These include written information (including our prospectus and policies), and individual meetings with parents and carers if requested.
- 2 We provide opportunities for the child and his/her parents and carers to visit the setting before taking up a place.
- 3 We allocate a key person to each child and his/her family before she/he starts at the setting. The role of the key person is to maintain a relationship with parents and carers and develop a knowledge of the child's development.
- 4 We use pre-start visits and the first session at which a child attends to allow parents and carers to accompany their child and ask any questions. The leader will briefly discuss the details on the registration form.
- 5 When a child starts to attend, we jointly decide on the best way to help the child to settle into the setting.
- 6 We judge a child to be settled when they leave parents/carers confidently and enjoy explaining the play opportunities offered by our setting.
- 7 When parents and carers leave, we ask them to say goodbye to their child and explain that they will be coming back, and when.
- 8 If a child cries when left we will seek to comfort them and discuss strategies forward with parents and carers.
- 9 We reserve the right not to accept a child into the setting without a parent or carer if the child finds it distressing to be left.

This policy was adopted at a meeting of

Linton Granta Playgroup and Toddlers

Held on (date)

04/12/07

Signed on behalf of the Management Committee/Proprietor

Role of signatory (e.g. chairperson etc.)

To be reviewed on (date)

By Dec 08