

Settling In Policy

Askea Community Childcare Centre is committed to ensuring that every child has a pleasant experience during their settling in period. Staff will ensure that this transition period is easy as possible for children and parents/guardians.

Principle of Settling In Policy

This policy is underpinned by the Childcare Act 1991 [Early Years Services] Regulations 2016
Our Duty to Care 2002 and Children First National Guidelines for the Protection & Welfare of Children

Procedure for Settling In Policy

- Parents/guardians will be given a Parent handbook before their child starts
- Staff will encourage parents/guardians to visit the Centre for short periods before start date to introduce their child to the setting
- Parents/guardians are invited to stay until they feel their child is comfortable in their new environment
- There is no set time on the settling in period
- Staff will gently encourage the child to join in activities at his/her own pace during this period
- Staff will discuss with parents their children's likes, dislikes, interests, favourite toys and comforting key words to help with the settling in process
- Parents will receive a report on their child's progress during their attendance in Askea Community Childcare Centre.

This policy was agreed and adopted by Askea Community Childcare Centre.

Date:_____

Signed by_____ on behalf of management

This policy will be reviewed on 1st September 2017 in collaboration with staff and parents