

Settling in Policy

Children and parents will be made to feel welcome and comfortable. We recognise that a bond between parents and their child is one of the most precious things and seeing your child happy, secure and safely looked after is paramount to a parent and to the centre.

- ❖ During the enrolment and induction procedures, families receive a centre tour, meet staff and receive an information pack about centre programme, philosophy, policies and procedures. Information about the child that may help the settling in process is gained.
- ❖ All new families are invited to make a series of visits to the centre before the child begins to attend. This will be arranged with the Head Teacher so it coincides with times of activities that will engage the child, rather than sleep times. At this stage one member of the teaching team will be appointed for each child settling into the centre. The appointed member of the teaching team and the child's parent/guardian exchange information that will support a successful transition.
- ❖ Parents are welcome (and encouraged) to visit at any time.
- ❖ The needs and preferences of new children and their families will be discussed at team and staff meetings
- ❖ Our team will meet and greet new families when they arrive
- ❖ We introduce new children to other children. We show them where things are and how we do things. We carry out observations on new children to learn their preferences, abilities, knowledge and dispositions.
- ❖ We encourage parents to meet other parents during drop off and pick up times as well as at special events.
- ❖ Parents are also encouraged during the initial settling time to phone us for a brief update on their child during the day. We know this gives peace of mind while absent from them. If parents work nearby, they are welcome to visit also.
- ❖ Upon pick up, Parents will receive feedback on how their child's day went, complete with highlights and any issues arising.

Early Childhood Regulations 2008 43/C-12

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