



Settling In Policy

Policy Statement

I fully understand how difficult it can be for parents to leave their child in a childcare setting for the first time. I will therefore work with you to ensure your child is settled and that you are happy with the care that I provide.

Procedures (How I will put the statement into practice)

I offer all children the opportunity to begin with up to three hours free settling-in sessions across two days of your choice (subject to availability). The aim of these sessions is for me to get to know your child and for them to get used to my setting gradually before coming for full sessions.

You will already have visited my setting with your child, met me and discussed your child's needs, abilities and interests prior to signing a contract this can be during the open day or show around. However, you are welcome to stay for the first hour of the initial session in order to discuss your child in more detail if you wish. After this time, your child should then be left alone in the setting in order for them to get used to you not being there.

These sessions are totally voluntary and do not have to be used if you feel confident that your child will settle well without them. You are also welcome to pay for additional settling-in sessions (with mutual agreement) before your contracted start date if you feel they would be of benefit.

Some children take longer than others to settle and some settle quickly and then become unsettled a few weeks into placement. I will work with you to support your child through this transition period and make it as easy as possible for you both. It is important that you and your child are relaxed and happy in my home and with the care I provide.

Some parents find it helpful to contact me during the day to find out how their child is getting on, particularly if there was a difficult handover. I am happy to reply to messages and send photos (with relevant permissions). However, I may be unable to answer or make calls, as I will more than likely be busy taking care of your child and others.

Please ensure you have read and understand the Settling In policy and procedure.

All policies and procedures are reviewed regularly and updated when necessary.

This policy and procedure has been developed in line with the EYFS welfare requirements and Ofsted guidance, and outlines the provider's responsibility to take all necessary steps to safeguard and promote the welfare of children.

This policy and procedure has been written by **Miss Caitlin Smith**, the Ofsted-registered childminder responsible for the care of children at **The Flower Cottage**, Dudley, West Midlands, DY2 7TQ.