

## Settling in Policy

Friendships and relationships are an important part of a child's development. At CreaKids, every interaction is based on caring professional relationships and respectful acknowledgement of the feelings of children and their families.

Children need to feel safe, stimulated and happy to develop and grow socially, emotionally and physically. They need to feel secure and comfortable with the practitioners at the center. We also want parents to have confidence in both their children's well-being and their role as active partners within the nursery.

### Methods

- Before a child starts to attend the nursery, we encourage parents to attend the orientation. This is when they get to meet the teacher and to spend part or whole of a session with their child.
- During the first tour and discussion, the facility is shown to the parents and children, questions are answered, and discussions regarding the child's routine, settling are conducted and assessments are assigned (if needed).
- Parents are provided with an 'All About Me' page to write down information regarding their child's needs and special instruction to comfort the child should they become distressed. When a child starts to attend, we work with the child's parents/carers to decide on the best way to help the child to settle into the nursery.
- The orientation is led by the director and the head teacher and the staff is introduced. Parents then have a chance to go to the child's class and meet the teacher and the team.
- A child who is tense or unhappy will not be able to play or learn properly, so it is important for parents/carers and staff to work together to help the child feel confident and secure in the group. This takes longer for some children and parents/carers should not feel worried if their child takes a while to settle. Please remember, the more often your child comes and experiences the activities on offer and sees you interacting with the staff, the more settled she/he will feel. To see our recommended programme to introduce your child to CreaKids, please refer to the Settling-in Procedure below:
- We suggest that you stay with your child for no more than ten to fifteen minutes together in the nursery setting. This will normally be enough for your child's first day and then you say your goodbye. Your child will then spend another half an hour to forty five minutes without you.
- We will encourage you to steadily increase the time your child spends in the class without you so that he/she may be able to steadily bond with the staff and peers.
- By day three your child may be ready to stay by him/herself. For the first week we recommend that they be picked up before nap time if they are staying for the afternoon session. This is to get them to feel fully settled in the nursery before introducing another change. For one hour within the morning session and be collected at 12.00 pm.

- Each child takes their own time to settle in. The teachers and teaching assistants are fully qualified to take care of them and help them settle in effectively to ease the transition. If the settlement period is going well, we gradually extend the time within the week. However, if the child is distressed, we do prolong the time until the child arrives and leaves happily.
- Older children often do not need a staggered approach to settling in, especially if they have attended a nursery setting before. The class teachers may assess and let you know how they would approach settling them in, catering to the child's individual needs.