

Settling in Policy

Policy Number: SIP-001

At CreakKids by Dibber we aim to support parents to help their children settle quickly and easily by considering the individual needs and circumstances of every child and their families.

Our aim:

Our settling in procedures aim to assist parents to help their child to feel comfortable in the nursery, to benefit from what it has to offer, and to be confident that their parents will return at the end of the session. We do not believe that leaving a child to cry will help them to settle any quicker; their distress will prevent them from learning and gaining the best from the setting. It can also be disruptive and can contribute to triggering similar distress in other children who would otherwise be settled.

All our staff know about the importance of building strong attachments with children. They are trained to recognise the different stages of attachment and use this knowledge to support children and families settling into the nursery.

Our ELC/ECC will work in partnership with parents to settle their child into the environment by:

- Allow a settling in week before he/she starts to attend. The teacher welcomes and looks after the child ensuring that their care is tailored to meet their individual needs. He/she offers a settled relationship for the child and builds a relationship with his/her parents during the settling in period and throughout his/her time at the ELC/Nursery, to ensure the family has a familiar contact person to assist with the settling in process. (please refer to settling in leaflet)
- Providing parents with relevant information about the policies and procedures of the ELC/Nursery
- Encouraging parents and children to visit the ELC/Nursery during the weeks before an admission is planned.
- Planning settling in sessions (lasting approximately 1-2 hours – which increase through the week). These days will be planned carefully and be dependent on individual needs, age and stage of development.
- Settling in visits and introductory sessions are key to a smooth transition and to ensure good communication and information sharing between staff and parents.
- It is important that parents are consistent in the time that the child is arriving and being collected from Nursery and in the pattern of attended days during the week, so as not to disrupt their child's settling in routine.
- Children are encouraged to bring any special comforters labelled clearly with their name, which may help them settle more easily, i.e. soft toy, dummy, muslin.
- Our classroom staff will patiently work with the children to set the Nursery Routines in a manner that is gentle and unhurried.
- Management and practitioners will support and encourage parents whose children seem to be taking a longer time settling into the ELC/Nursery than initially expected and developing a plan with them.

- If the child becomes extremely unsettled we will ask the parent to return to calm him/her down and make sure that the child leaves on a positive note.
- Encouraging parents, where appropriate, to separate themselves from their children for brief periods at first, gradually building up to longer absences.
- Respecting the circumstances of all families, including those who are unable to stay for long periods of time in the ELC/Nursery and reassure them of their child's progress towards settling in.
- Not taking a child on an outing from the ELC/Nursery until he/she is completely settled.

Communication Plan:

For more information on the above policy please contact the branch registrar.

I _____ the parent of _____ confirm that I have read and acknowledged the settling-in procedure and will abide with the rules.

Parent Signature:	Date:
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