

Auchinairn Early Years Centre



Settling In Policy

Rationale

Settling in is an important stage in the transition between the home and the EYC setting. Care and attention must be given to the **individual** needs of each child and also the **needs of parents/carers** when settling into our EYC environment and routine.

Aims

- To build and maintain positive relationships with the children and families within our setting.
- To offer a warm and welcoming environment where children feel valued, happy and secure.
- To recognise and support the individual needs of children and their parents/carers during the settling in period.
- To work in partnership with parents/carers to settle the child into EYC.

Procedures

As staff we will:

- Arranges visit(s) to the setting for children and parents/carer prior to the child's placement commencing.
- Carry out an enrolment process to formally introduce and welcome new children and their parents/carers to the setting.
- Gather information from parents/carers about each child prior to placement commencing, e.g. likes, dislikes, favourite play activities etc.
- Ensure all important information is gathered and recorded in an individual care-plan for the child which is accessible to staff.
- Provide parents with the relevant information on nursery procedures.
- Ensure that all children and their parents/carers are personally greeted and welcomed when they arrive.
- Ensure that parents are aware of the child's allocated key-person and the key-person's role.
- Ensure that we review the child's allocated key-person based on the relationships they build during the settling process.
- Offer familiar play activities and experiences to promote self-confidence and esteem
- Be flexible in response to individual needs e.g. making arrangements for the child to be collected early on the first few days if necessary.
- Deal sensitively with any anxieties children and/or parents/carers may have.
- Invite parents/carers to stay for sufficient time so that the child feels settled and the parent/carer feels comfortable about leaving
- Liaise with parents/carers and share information about the child.

- Consult with parents/carers when developing strategies to help their child settle into EYC.
- Endeavour to keep in contact through telephone, mobile or text messaging offering reassurance to parents of unsettled children
- Staff to take into account parents' wishes regarding settling in process
- Our open-door policy means parents are comfortable visiting the EYC during session time to ensure that their child is settled and happy at Auchinairn EYC.

Care Standard: 1, 2,6,7

Child @ Centre: 5.3, 5.7,5.8

Realising the Ambition: 3.2, 3.4 & 5.4

HGIOELCC: 2.1 2.4 2.6 2.7

This policy has been updated by Auchinairn EYC after consultation with staff and parent/carers.

Signed:

May 24