

## Settling In Policy

### Statement of intent

We want children to feel safe, stimulated and happy in the absence of their parents/carers and to feel secure and comfortable with Eduplay staff. We aim to share with and include parents/carers as active partners in the new learning experiences enjoyed during their stay within our crèches. We also want parents/carers to feel welcome and involved from the beginning. In order to accomplish this, we aim to create partnerships in the following ways:

- By providing a warm, welcoming environment for all children and their parents/carers.
- By creating opportunities for the exchange of information, using among other resources a copy of our information leaflets, our policy and procedures booklet and a shared approach to completing the registration and get to know me forms.
- By ensuring plentiful opportunities for parents/carers to inform Eduplay staff about their children's current abilities, achievements and interests through interactive displays, information days, and individual meetings.
- By offering pre-visits for children and parents/carers attending MFC crèche and encouraging mobile crèche customers the opportunity to spend time with their children in the crèche, where possible prior to leaving them.
- By introducing flexible admission procedures, where appropriate.
- By making clear to families from the outset that we will work with and support parents/carers to decide on the best way to help their child settle into crèche.
- By working closely with and reassuring parents/carers whose children are taking time settling into the crèche.
- By encouraging parents/carers to separate from their children for brief periods at first, gradually building up to longer absences.
- By allocating a key worker for children and families attending MFC crèche who will welcome and help to settle their child into crèche.
- When a child is settled into the crèche environment we ask parents/carers when they are ready to leave, ask them to say goodbye to their child and explain that they will be coming back, and when.
- Discuss with individual parents/carers how best to deal with their child if they become too unsettled and distressed.
- Recall parents/carers when their child becomes too distressed or unable to settle within our mobile or static crèche provision.
- We reserve the right not to accept a child into the MFC crèche setting without a parent or carer if the child finds it too distressing to be left. This is especially the case with very young children.