

Settling Policy

Our aims:

The Sunshine Centre aim is for children to feel safe, stimulated and happy in our care and to feel secure and comfortable with all staff.

We aim for parents/caregivers to have confidence in both their children's well-being and their role as active partners, with the child being able to benefit from what our childcare has to offer.

We aim to support parents/caregivers to help their children settle quickly and easily by giving consideration to the individuals needs and circumstances of each child and their family.

Settling in

The staff will work in partnership with parents/caregivers to settle their child into the Childcare environment by:

- ✚ Providing parents/caregivers with relevant information regarding the policies and procedures of The Sunshine Centre
- ✚ Encouraging the parent/caregivers and children to visit The Sunshine Centre during the weeks prior to the start date
- ✚ Planning settling in and welcome sessions (lasting approximately 1-2 hours). These will be provided free of charge over a one - two week period dependent on the child's age, individual needs and stage of development
- ✚ Welcoming parents/caregivers to stay with their child during the first few sessions until their child feels settled and the parent/caregivers feel comfortable about leaving their child. Settling and welcome sessions are key to a smooth transition and to ensure good communication and information sharing between staff and parents/caregivers.
- ✚ Reassuring parents/caregivers whose children seem to be taking a long time settling into Childcare
- ✚ Encouraging parents/caregivers, where appropriate to separate themselves from their children for brief periods at first, gradually building up to longer absences.
- ✚ Allocating a key person to each child and his/her family before he/she starts to attend, The key person welcomes and looks after the child and

his his/her parents/caregivers during the settling period and throughout his/her time at The Sunshine Centre Childcare, to ensure the family has a familiar contact person to assist with settling in.

- ✚ Reviewing the named key person if the child is bonding with another member of staff to ensure the child's needs are supported.
- ✚ Respecting the circumstances of all families, including those who are unable to stay for long periods of time and reassure them of their child's progress towards settling in Childcare

This policy links to:
Specific Requirements Policy
Keyperson

Next review: August 2023