

## Settling In Policy

### Settling in

We aim to make the settling-in process as smooth, easy and enjoyable as possible for parents and children alike.

Settling-in visits usually last from one to two hours. They are arranged so that busy arrival and departure times are avoided. During the settling-in process children from age two upwards are not accompanied by a parent or carer.

During the settling-in visits one practitioner focusses entirely on supporting the child. Other members of the team will also have the opportunity to get to know the child to an extent, in preparation for full session attendance when the child is ready. The focus is on the child's happiness. They will be introduced to the people and the routines of their new environment, for instance, where their coat is kept, where they can find their water bottle, what indoor and outdoor activities are available and what happens when they have a snack. We email the parents our guide to settling-in to explain the 'How's and Why's' of our settling-in approach.

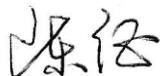
One essential point to make: Please always remember to say "see you later" before you go, to nurture your child's trust and confidence.

Most children need a minimum of two visits. Our focus is on your child and we aim to meet their individual needs.

The key settling in teacher will discuss with parents/carers each subsequent appointment date and time and give updates on progress.

**Review Date: 31/03/2017**

**Signature:**



### Version Control Record: Settling In Policy

Version Number	Changes Made	Date	Person Responsible
SIP1	Reviewed, updated and separated from Admissions Policy (AP1)	01/12/2013	Thea Bredie

## Settling In Policy

SIP2	Reviewed and updated	24/01/2015	Thea Bredie
SIP3	Reviewed and updated	04/01/2016	Thea Bredie
SIP4	Reviewed and updated *Latest updates in red	31/03/2017	Jacky Brown