

# Settling In



## Policy

I know that in the first few days of a new routine most children feel nervous, shy or uncertain. We take the following steps to settle them in as quickly as possible.

Once your child is familiar with their new surroundings and people they will be able to enjoy themselves and develop their confidence, independence and self esteem.

## Procedure

- I encourage parents to visit with their child, at least two or three times, and to leave them with me for a couple of hours, or more, before leaving them on the contracted days.
- I work with parents to find out as much as I can about the child to ensure that they have plenty of opportunity to do their favourite things in the first few days.
- I and my assistants give lots of smiles and reassurance.
- We encourage the other children to show the new child round the house tell them the house rules and to show them where the toys are kept etc...
- I advise parents to leave a familiar item behind, such as a scarf or cardigan. This will reassure the child that their parent will come back and it will also comfort them as it has their parent's scent on it.
- We keep your child busy so that they do not have time to feel homesick.
- Your child could bring a comfort toy from home if they like.
- Parents are welcome to stay for a little while for the first couple of sessions, if they feel it would help their child.
- I ask parents to try to be calm and confident when saying goodbye to their child, as babies and children easily pick up on any anxieties.
- When a child (or parent!) is upset on separating I text to reassure them, when they have settled.

Childminder's signature		Date
Parent(s)' signature		Date