

## **Settling in Policy**

Crèche Cois Laoi is committed to the smooth transition of the children and the parents into the childcare service.

### **Aim**

- To endeavour to make the settling in period a positive experience for both children and their families.

Crèche Cois Laoi offers 5-8 hours of settling in free of charge, this usually occurs the week before the child is officially due to start in the crèche. Should the parents wish to conduct the settling in over a longer period of time this can be arranged with consultation with the Crèche Manager.

### **First Day**

Each child will have a key worker and will be greeted by this staff member on the arrival of their first day. Parents will be asked to settle their child as they see fit, whether they would like to remain for their first session or if the child would be happier for them to leave, the key worker will give advice on this matter if you wish. It is helpful if parents interact with their child, the other children and staff in the setting in order to reassure the child of the safety of the different surroundings, if they decide to stay while their child settles in. Where appropriate, parents may take the opportunity to view other areas of the crèche to separate from the child for short periods, with the child's knowledge.

### **Following Stages**

Parents will be asked to extend the separation periods at the child's pace. Parents must never leave without saying goodbye. The child's key worker will assist parents through this separation process. The settling in period has no time limits and parents will be asked to assist the child's key worker if this process needs to be repeated.

When children are beginning to settle without their parents, they will be supported in observing, experimenting and discovering for themselves, without any attempt to make them participate in any activities if they do not wish to do so. Two-way communication between parents and staff is crucial during this period.

Parents may wish to bring in a favorite toy or comforter for their child during this period, but loss or damage of this item is at parent's own risk. After the settling in period we ask that children do not bring their own toys into the crèche. Sufficient toys for all the children to share are provided. These guidelines aim to help children and parents settle in happily to the service, enabling the children to gain maximum benefit from their experience.

Crèche staff do not accept responsibility for loss or damage to personal items.