

## Settling children in

Good childcare practice dictates that before children begin attendance in a day care setting they and their Parents/Carers should be offered introductory sessions. In view of this Ashfield Plaza Day Nursery will ensure that processes are in place which facilitates the child's transition from the home to the day care setting.

It is important that childcare staff build up good relationships with the child and Parent/Carer, and our transition procedures are designed to support this relationship from the beginning.

Children will be offered two visits to the day care setting, both last for approximately two hours. On the first visit, parents/carers will be asked to stay to get to know their child's key person and complete an All About Me form. On the second visit, normally over a meal time, parents/carers will be asked to leave their child, providing they are settled, so that they can spend some time in the setting on their own. Two visits are normally enough for children to settle into the setting, however, we are flexible and if the setting and parents/carers feel more are required this will be accommodated.

Parent/Carers are advised that as soon as they feel comfortable to leave their child they do so as this helps the child settle in quicker. We understand this is really hard especially if your child is crying but as practitioners we know that this is the best way to help them settle. Parents/carers are able to ring the nursery and speak to their child's room at an point in the day to find out how their child is settling in. Staff will always tell you the truth and try their best to reassure you.

<i>Signature Assessor</i>	<i>Date</i>	<i>Countersignature Designation</i>	<i>Date</i>
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