



Sandringham Daycare

Settling Policy

Welcome to Sandringham Daycare.

We are looking forward to getting to know you and your child.

Settling in is important

Starting Daycare is a big step for most children. That's why we think settling-in is really important. The time you spend helping your child to settle in will really benefit them in the long run – it will mean your child will be happier, more confident, learn better and enjoy Daycare more.

We will really need your help during settling in because you know your child better than anyone. Please talk to your key person about how you think things are going.

It will take time to settle your child. We start children slowly so they can get lots of support and attention. We want all children to have a positive first experience of Daycare but we understand that different children will settle in at different rates. We do encourage parent/carers to leave their child for short periods, however each child's experience will vary and an in depth discussion should take place between the parent and key person to ensure that we are able to provide the emotional support necessary.

There are three important parts of settling in:

- Your child feeling confident to play and explore in Daycare
- Your child playing with and interacting with their key person
- Your child having an enjoyable mealtime
- (dependant on age) Your child having a restful sleep time

Please remember:

During settling-in, please try to be “available” to your child. Please make yourself visible to your child at all times and let them be aware when you are leaving the room. Don't put any pressure on your child to move away from you. However, do encourage your child to interact with their key person.

It will be for you and your key person to decide together when your child is ready to spend time in Daycare without you. Please make sure that your child knows you are leaving the room, if you “slip away” when your child is engaged in an activity this can cause unnecessary distress when they ask for you or are unable to find you. Once you've said goodbye to your child it is important that you then leave the room. Avoid lingering as this can be confusing for your child and upset them further.

Settling in goes well for most children, and they soon start to enjoy Daycare. However it is normal for your child to become upset as we all feel sad when we are parted from someone we are close to. What matters is that your child can be comforted by their key person. Try to be as positive as possible by allowing the key person and your child time to bond, as this will impact on how quickly your child will settle.

The settling process can be difficult for parents too. For many parents their child's start in Daycare will be the first time they experience separation from their child. Communication between Daycare and parents will be more regular during the settling period in the way most suitable to the parent to assure them of their child's well being. We understand this can be an emotional experience for you and will handle the settling period sensitively; always remaining focussed on what is best for the child during this period.

During the initial Daycare meeting, we will ask you some questions about your child and their health and development. This information will help us to settle your child in and help us to make sure we meet your child's needs in Daycare.

Your sharing of the following information can help:

Any notable aspects of pregnancy and birth Was your pregnancy full term? Did your child have any medical needs identified at birth?

Medical information about your child Does your child have any particular medical needs? Allergies? Dietary requirements? Have you had any involvement with other health/medical agencies?

If your child has spent time away from you (e.g. with other members of the family, in a nursery, with a childminder, with a friend) – tell us how your child got on. Did she or he find anything difficult? What helped to comfort your child?

If your child has already been to another nursery or with a childminder, you will still need to help with settling in – Sandringham Daycare, the adults here and the routines of the day will still be new and unfamiliar. Talking about your child's key person at home will make them a familiar name within the family setting and support your child in this process.

If your child has a special comfort object, you are welcome to send it into Daycare to encourage a feeling of security. Your child will have their own place in Daycare to store their belongings safely.

Your child's routine. It is particularly important for younger children and babies that we have a clear picture of your child's routine- specifically for sleeping, eating and toileting/nappies. Initially, daycare will strive to match your child's routine in order to make the transition from home to daycare smooth. As children settle into daycare and grow up, their routine will begin to merge into that of Daycare's.

Thank you in advance for your support. If you have any questions or concerns then please talk to your child's key person or the Daycare Manager.

I/ we have read and understood the settling in policy and will work co-operatively with the Daycare team to ensure a smooth transition between the home and Daycare.

Child's Name: _____

Parent Sign: _____ Parent name:

Teacher Sign: _____ Teacher name:

Date: _____

A copy has been given to the parent/carer