



Settling In Policy



We understand how difficult it is for parents to leave their child with a childminder or nursery and return to work. For this reason, we will work with you, wherever possible, to ensure your child is settled and that you are happy with the care that we provide.

We like to organise short settling in sessions for you, your child and us to get to know each other better before your contracted hours commence. This also provides us with the opportunity to gather lots of information about your child, their likes and dislikes, routines, favourite activities and how to comfort them should they become upset. It also gives you and your child the opportunity to meet the other children who already use my service and let me understand any expectations you may have.

Where possible, we recommend three 1-hour sessions for settling in. You are welcome to stay with your child during these sessions, however, we do recommend that your stay is gradually shortened so your child can get used to you not being there. If you feel your child requires longer to settle, then we can of course arrange further settling in sessions. Some children do take longer than others to settle and some settle quickly and then become distressed a few weeks into the placement. We will work with you to support your child through this transition period and make it as easy as possible. It is important that you and your child are comfortable with me and happy with the care I provide.

During the first few weeks, some parents like us to send a message on the Family app in the middle of the day to let them know how their child is settling. This is often a quick and simple way to provide reassurance. Please let me know if you would like me to do this. Some parents also find it helpful to call us to find out how their child is. We are happy to take your calls, but may not be able to talk for long, or even to answer the telephone if we are attending to a child's personal needs. Please do not panic if you call and there is no answer, we may be changing a nappy or assisting with toileting and unable to get to the phone. If you leave a message someone will get back to you as soon as possible.

If you have any concerns regarding this policy, please do not hesitate to discuss them with me.

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Name and role of signatory	Melissa Simpson (Manager)