



Settling In Policy and Procedure

Policy Statement:

Little Acorns and Acorns After School is committed to the smooth transitions of the children and parents/guardians/carers into the childcare service. Settling in should be a positive experience as it influences children's self-confidence, attitude to relationships and socialising and lays the foundation for lifelong learning. Settling-in is a collaborative process between parents/guardians/carers, staff and children. Family involvement will be encouraged to assist all children to develop secure relationships as we recognise that children's most important educators are their families.

Principle:

This policy is underwritten by the Child Care Act 1991 (Early Years Services) Regulations 2016. (SÍolta Standard 9: Health and Welfare, SÍolta Standard 13: Transitions) (National Standard 1: Information, National Standard 3: Working in Partnership with Parents or Guardians, National Standard 6: Evaluation, National Standard 8: Care, Play and Learning, National Standard 9: Nurture and Well-Being).

Settling in policy: guidance for parents

We aim to work closely with parents to support your child in the move from home, family and familiar people, into the new community of the childcare service. The Service will therefore endeavor to make the settling-in process a positive experience for children and will work closely in partnership with parents/guardians to ensure this is achieved. We seek to help your child make a strong attachment to her or his teachers and to help your child feel secure and confident in our childcare service. We recognise that in some cases there may be particular difficulties experienced by children, parents/guardians and staff during the settling-in period and we are prepared to explore and consider various ways of settling children into the Service. Before a child starts to attend our service, we will provide his/her parents with written information (including our prospectus and policies) and displays about activities available within the childcare service. All children are individuals and we plan to meet their individual needs and resolve any difficulties quickly and smoothly. In order to accomplish this, we will ensure that:

- We provide opportunities for the child and his/her parents to visit the setting. We ask parents to schedule visits six weeks before their child starts.
- We allocate a room leader teacher to each child and his/her family before she/he starts to attend. The room leader teacher welcomes and



looks after the child and his/her parents at the child's first session and during the settling-in process.

- We use pre-start visits and the first session at which a child attends to explain and complete with his/her parents the child's registration records.
- When a child starts to attend, we explain the process of settling-in with his/her parents and jointly decide on the best way to help the child to settle into the childcare service.

Pre-Admission:

- Little Acorns and Acorns After School will provide information on the Settling-in policy to the parent or guardian on initial enquiry. • Services will learn from parents or guardians about a child's feeding and sleeping routine and rituals, preferences, and will create close links with home, bringing familiar items/photos.
- Parents/guardians/carers must have completed a Record Card/Registration form with all the relevant details about the child, especially contact and collection information in accordance with the Childcare Act 1991 (Early Years Services) Regulations 2016.
- Parents and guardians will be encouraged to drop-in at various times during opening hours with their children to familiarise the children and themselves with the routine, the setting and staff.
- Parents and guardians will be advised to make work arrangements to facilitate the settling-in process.
- Staggered starting days and times for new children will be introduced to facilitate the integration of the child into the group.

Settling in Policy:

We would like to welcome you and your child to Little Acorns and Acorns After School. We hope that you get to know us and have a happy and successful time with Little Acorns and Acorns After School.

Helping our Child to Settle in:

Children settle into Nursery/Preschool in lots of different ways. Some children will confidently move into the Nursery/Preschool Room as soon as they come in. Other children may be nervous and anxious about leaving their parents. Most children will be somewhere in between. Please try not to worry if your child experiences difficulties. It is a very normal part of a child's development



to be anxious, nervous or angry about starting nursery/preschool. We also recognise that many parents will find this a difficult and sometimes upsetting process. We hope that we can use our experience to support you and your child in whatever way suits you. Please remember that we require all parents and carers to help their children settle in. In our experience, all children benefit greatly when the nursery/pre-school works closely with the family on settling in.

The settling in period:

Different children need different amounts of time to settle in. We recommend that you plan for two weeks to support your child. The settling in period is a time for your child to get to know his or her room leader teacher - with the reassurance of having you here too. As the relationship develops, your child will be able to trust that:

- The room leader and the other staff in the nursery/pre-school are able to meet her or his needs.
- They can be helpful, comforting and deal positively with any problems.
- They can provide interesting experiences which make it worthwhile to come to the service.

The Settling in process gives you a chance to check out:

- What type of service this is.
- How the staff work.
- What kind of experiences we offer to the children.

You will see how we:

- Play with children
- Talk with them
- Have fun together

At any stage of the process:

If you would like to talk to someone, or support them then please talk to your child's Room Leader Teacher, or the Childcare Manager.

Settling In Procedure:

- Orientation meetings and visits will occur prior to the child commencing care.



- These meetings enable educators and families to discuss ideas, routines, procedures and policies and any child allergy or medical condition.
 - Managers and Room Leaders will use the Orientation and Enrolment form during the orientation process.
 - We encourage and welcome mothers who are breast feeding to visit the setting and feed their child should they wish to do so throughout the day.
 - Verbal and written communication channels are established between families and educators to outline children's routines and share daily events feedback about the child's day is provided to families after each attendance.
 - Regular social events for families (e.g. Christmas Parties) are held.
 - Families are welcomed to share information about their child's interests and experiences outside of the setting.
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- Families are included in decision making about their child's day at the setting. Informal and formal meetings between families and educators can be arranged to discuss children's learning and development, and to express any concerns that may arise at home or at the setting.
 - When families from diverse cultural and linguistic backgrounds are enrolled at the setting, the manager will make every effort to provide translations of policies and procedures.
 - Educators participate in a range of professional development relating to effective communication and relationships with families.
 - Any family involvement is welcome and appreciated. We encourage families to get involved in the curriculum and share their knowledge and/or skills where appropriate.
 - Educators create a welcoming environment where the diversity of families and communities, and the aspirations they hold for their children, are respected.
 - Family photos and other aspects of children's home life are incorporated into the environment and the curriculum.
 - Staff will ensure that all transitions and progressions within the setting adhere to the settling in procedure.
 - Links are made with the local primary schools to ensure smooth



transitions for all children.

- An invitation is made to the primary school teachers from the local schools to visit the children in the preschool prior to their first day in September.
- All staff will work cooperatively with the teachers to design an appropriate plan.

- It should be noted that Garda vetting is not required for parents/guardians/carers who are settling in their own children.

This policy was adopted by Little Acorns Nursery, Montessori Pre-school and Acorns After School.

A handwritten signature in black ink, appearing to read 'E. Reay', written over a large, faint, stylized outline of an acorn.

Manager Signature:

Date: 22/07/2023