Settling-in Policy

Safeguarding and Welfare Requirements / 3.27

We understand that children are unique, and the amount of time they take to settle at Skylark Day Nursery may differ. It is the setting's responsibility to make the child feel welcome, safe and secure. Please see the key person policy for our commitment to child-educator relationships and keeping children emotionally and physically safe.

The setting staff will work in partnership with parents/carers to help settle the child into the setting environment.

- When the setting accepts a child, arrangements will be made for a pre-visit so that the child can familiarise him/herself with the setting.
- Pre-visits usually take place one to two weeks before the child's start date.
- The pre-visit is for up to 90 minutes and the parents/carers stay with the child initially to talk with the key person about the child's routines. If the parent chooses to, they can then leave the child in our care for the remainder of the time. There is no charge for this visit.
  Any subsequent visit is negotiable as some children take longer than others to settle in.
  This is usually charged at the hourly rate.

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Review Date	Name	Position	Signature

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