**Settling in Policy**

We want the children in our care to feel happy and safe. Therefore, we will do everything we can to make the settling in period a pleasant one. We understand how important it is for you to know your child is happy and being cared for when you are away.

We will provide you with an ‘all about me form’. This form, once completed, will help us get to know all about your child and their current routines. We will use this information to help your little ones settle in easier by providing toys and games they are interested in and by keeping their routine the same as at home, where possible.

Your child will be assigned one of us to be their key worker; this key worker will work closely with your child spending a lot of time building up a bond and getting to really know them. This person will update your child’s record of achievement files and type your daily diary sheets (keeping you up to date with how your child is doing). Your child’s key worker will also work closely with you to plan *next learning steps*. We strongly believe parents are children’s most important educators and if we all work together we can give your child the best possible start to their education (please see partnership with parent’s policy).

We appreciate that all children are different, some may find it very easy to settle in and some may take a little longer, we will offer as many settling in visits you and the setting feel your child needs. The first visit will usually be one hour long with you staying with your child. If on the next visit you feel ready to leave your child for a short period of time, then this can be done. If you feel your child is not ready then you can leave them to play with us on their following visit. We will then offer your child a 2 hour visit and a further half day visit, either morning or afternoon. We will try and arrange the visits at different times so your child can really get a feel for our day. Each child is different, so this is just a rough guide and we will always go with your child’s individual needs.

We will keep you updated on your child’s visits with text updates or phone calls if you would like. Please feel free to ring or message us at any time to see how your child is doing.