



Oscar Bears' Day Care

Oscar Bears Day Care - Settling in Policy

Introduction

Two weeks prior to starting at Oscar Bears Day Care you will be asked to attend with your child for their settling in sessions.

These are an important time for both you and your child because:

- Children are entering a new environment, and getting used to a large group of people (children and adults).
- It may be the first time they have been away from home/separated from parents.
- At times, it can be bewildering for some children to have so much choice and to deal with new expectations.
- It enables staff and parents to form a relationship in order that parents feel confident about leaving their children and sharing relevant information.
- It is an opportunity for parents to observe the practice in the nursery and learn about our philosophy.

Guidelines for settling in.

1. The first settling in session will be an opportunity for you to have answered any unanswered questions and ensure that all paperwork is complete. You and your child will be introduced to your Childs Key worker and there will be an opportunity to verbally share information. Your child will be given an opportunity to familiarize his or herself with her new surroundings. We recommend that you spend no more than an hour in the setting.
2. The second session you and your child will be invited into the setting for an hour. We would encourage you to help your child fully explore their new environment. All going well we would encourage you to leave your child to play, this will help gauge how well they manage on their own.
3. The third session we will invite you and your child for two hours. We would encourage you to leave at this time if both you and your Childs key worker deemed this appropriate.
4. All children require different settling in periods; at Oscar Bears Day Care we will take the settling in period at a pace that is appropriate for your family. We are happy for you and your child to access more or less of these settle sessions as required.
5. Fees will not be incurred until your Childs first official day at nursery as stated on your acceptance letter.
6. All settle sessions will be booked at the managers' discretion.



Helpful tips for parents

- Please use the opportunity to share as much information about your child as possible, maybe consider writing in down if your worried you may forget something.
- Remember that all Children need different settling in periods and level of support. Try not to be apprehensive as your Child may pick up on this.
- Consider bringing your Childs comforter to the setting (if they have one).
- When you leave your child you do not have to leave the building. You are welcome to sit in the office area.
- If you do leave the premises you are welcome to ring to check how your child is doing.
- Talk to your child at home about the nursery, their friends and all the activities that they will be doing.
- We would encourage you to say goodbye to your child and reassure them that you will return.
- We respectfully ask that you are punctual for your child settle sessions and for collection from these.

Roles and responsibilities of staff

- Staff at Oscar Bears Day Care are to ensure that the parents and child are made to feel welcomed into the environment.
- During initial visits it is very important that a sense of security and trust is built between you and the family. Staff will not disclose any information discussed during these visits.
- Staff will discuss the Childs likes and dislikes with a parent.
- Staff will try to ensure that favorite activities are available for the child to participate in.
- Staff will encourage children to try new activities and experiences if the child is showing signs of being comfortable in doing so.
- Staff will work closely with parents/carers and encourage them to support their Child.
- Staff will respect the parent/carers and recognize them as the Childs primary carer.
- Staff will make parents aware of the Early Years Foundation Stage and how it is used at Oscar Bears Day Care.
- Staff will also ensure that parents are aware of where to find information (for example policies etc...)
- Staff will share information with the whole staff team in order to ensure that everybody gives the Child and their family the appropriate support needed.

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Reviewed: October 2013

Review date: October 2014

