



## Settling-In Policy

It is the policy of CCRC Ltd., that every effort is made to ensure that the settling in period is an easy and pleasant as possible for the children and their parents/carers. For many children, this is their first step towards independence and there are important lessons to be learned:

- That it is possible to feel safe and happy while parents are not present.
- That other adults can be a source of help and friendship.
- That new play and learning experiences can be enjoyed in the group and shared with parents afterwards.

### Procedures:

- ❖ Before starting at pre-school, talk to your child cheerfully and positively about the good things that will happen there.
- ❖ On the first morning be prepared to stay with your child in the group until he/she is ready to be left alone. All children are different and this might take anything from a few minutes to the end of the session.
- ❖ Do not be tempted to creep away while the child is occupied. This might seem easier at the time but it can cause the child to feel let down and mistrustful.
- ❖ It is easier for a child to accept a parents' departure if there is a clear explanation of what is going to happen, i.e. 'I am going to do the house work and I'll be back after singing time'. This will help the child to envisage where you will be and understand the time scale involved.
- ❖ It is particularly important to be punctual during settling in period. If a parent is not there to meet the child when he/she comes out of the session, the child's newly built confidence can be upset.
- ❖ Allow your child to walk into the room, say goodbye, kiss and hug briefly and tell the child who will be collecting them.
- ❖ Don't worry. Children develop very quickly at this age, and a child who seems unable to manage alone for even a second can have a very different attitude in a week or two. Just be calm and practical about it.
- ❖ If there is a problem once you have departed, the childcare worker will, if necessary, phone you or speak to you at the end of the session.
- ❖ If you are experiencing difficulty with your child attending the facility in any way and you feel it would be beneficial, a meeting can be arranged with your childcare worker whilst your child is not present to discuss the best way this can be solved together.
- ❖ There is a day organized in June for children starting playgroup that coming September to attend and meet their playgroup leaders and assistants. Also this gives them a chance to explore the playgroup room and all the activities, while one or more of their parents are still present.
- ❖ On the first day please remember to bring: a photograph of your child with their name written clearly on the back; also a coat for outdoor play, clearly labelled with their name.

*Adopted at a meeting of Corrandulla Community Resource Centre Ltd. / Board of Directors*

Date \_\_\_\_\_

Date \_\_\_\_\_

By \_\_\_\_\_

*Manager*

By \_\_\_\_\_

*Chairperson*