



Settling In Policy

The settling in period at "La Casita" encourages children to gradually gain confidence in their new environment. The most important part of the settling in period is making the child comfortable at all times and allowing him/her to get used to the new surrounding at his/her own pace.

Procedure

The Settling in period can be adapted to suit each child's individual needs, but it will typically be as follows:

Day One: Parents are invited to "La Casita" with their child and spend between 1 to 2 hours with us. This will allow for the child (and the parent) to get to know the carers and familiarise with the premises. During this visit, the contract will be formalised and the parent will provide us with information about their child, which is recorded onto the "Child Details Form". The parent will be encouraged to leave their child in our care for about ½ hour.

Day Two: Parents and their child are invited to join us again for a similar amount of time as in day one. This time the child is left to play and join in some activities, getting accustomed to the carers, activities and their new friends. Parents are encouraged to leave after 15 - 30 minutes, for a longer period, typically from one to two hours.

Typical Charges:

- There is no charge for Day One and Day Two of the Settling in (as per above)
- We will liaise with the parents and if a child requires a longer settling period, we will be happy to arrange more settling in sessions as our priority is for children to be happy when in our care. Please note that additional settling in sessions will incur a charge (see charges and cancellation policy)

We know it's always difficult to leave a child who appears to be unsettled but we encourage keeping your good-byes as brief as possible: re-assure your child by telling them you will be back later, give him/her a big hug and a kiss and then leave. Please try not to prolong the farewell as it only makes it more difficult for both of you.

You will find some useful tips on the following link: <http://www.netmums.com/work-childcare/settling-your-child-into-childcare>