

# Settling-In Policy

We understand that starting a new childcare setting can be a big step for both children and their families. Our aim is to make the transition as smooth and reassuring as possible for everyone involved.

Before your child begins attending, you will already have visited the setting, met with our team, and discussed your child's needs, interests, and routine. To help children settle in gradually, we offer **settling-in visit**, arranged by mutual agreement. These sessions give your child a chance to become familiar with the environment, staff, and other children before starting regular sessions.

Parents and carers are welcome to stay for the **settling in visit** to help ease the transition. After this, we encourage children to remain in the setting without their parent or carer, so they can begin to build confidence and independence.

Settling-in visits are **optional**. If you feel your child is confident and ready to begin full sessions right away, you are welcome to do so. If you feel additional settling-in time would be helpful, we are happy to arrange **additional paid sessions**, subject to availability and mutual agreement.

We recognise that every child is different. Some may settle in quickly, while others might take more time or show signs of being unsettled after a few weeks. Our staff will work closely with you to support your child throughout this transition period and ensure they feel happy, safe, and secure.

Parents and carers are welcome to contact us during the day for updates, particularly if the handover was difficult. Where possible, staff will respond to messages or send photos (with the appropriate permissions in place). Please note that our ability to respond may be limited while caring for the children.

A **4-week trial period** will begin on your child's first day of care. This allows time for everyone to settle in and assess whether the placement is right. During this time, either party may choose to end the contract without notice if the arrangement is not working for any reason.