

Settling In Policy

Policy Statement

Seed to tree childcare is committed to the smooth transitions of children and their parents/guardians into NAMED SERVICE.

Principle

This policy is underwritten by the Child Care Act 1991 (Early Years Services) Regulations 2016 and Tusla's Quality and Regulatory Framework.

The service should have provided information on the Settling-in policy to the parent/guardian/carer on initial enquiry.

1. Services learn from parent/guardian about child's feeding and sleeping routine and rituals, preferences, etc. and create close links with home, bringing familiar items/photos.
2. Parents/guardians must have completed a Record Card/Registration Form with all the relevant details about the child, especially contact and collection information in accordance with the Childcare Act 1991 (Early Years Services) Regulations 2016.
3. Parent/guardian should be encouraged to drop-in at various times during opening hours with their children to familiarise the children and themselves with the routine, the setting and the staff.
4. An information session for parent/guardian should be held to discuss issues and concerns around the process of settling-in (i.e. different stages - clinging, crying, not talking, needing security blanket, are all a normal part of separation anxiety).
5. Parents/guardians should be advised to make work arrangements to facilitate the settling-in process.
6. Staggered starting days and times for new children is essential to facilitate the integration of the child into the group.

Policy

We would like to welcome you and your child to **seed to tree childcare** We hope that you get to know us and have a happy and successful time with **seed to tree childcare**.

Pre-Admission

- Seed to tree childcare will provide information on the Settling-in policy to the parent or guardian on initial enquiry.
- Seed to tree childcare will learn from parent or guardian about child's feeding and sleeping routine and rituals, preferences, and will create close links with home, bringing familiar items/photos.
- Parents/guardians must have completed a Record Card/Registration Form with all the relevant details about the child, especially contact and collection information in accordance with the Childcare Act 1991 (Early Years Services) Regulations 2016.
- Parents and guardians will be encouraged to drop-in at various times during opening hours with their children to familiarise the children and themselves with the routine, the setting and staff.
- An information session for parents and guardians will be held to discuss issues and concerns around the process of settling-in (i.e. different stages - clinging, crying, not talking, needing security blanket, are all a normal part of separation anxiety).
- Parents and guardians will be advised to make work arrangements to facilitate the settling-in

process.

Staggered starting days and times for new children will be introduced to facilitate the integration of the child into the group.

Helping Your Child to Settle in:

Children settle into Preschool in lots of different ways. Some children will confidently move into the Preschool Room as soon as they come in. Other children may be nervous and anxious about leaving their parent. Most children will be somewhere in between. Please try not to worry if your child experiences difficulties – it is a very normal part of a child's development to be anxious, nervous or angry about starting nursery/preschool. We also recognise that many parents will find this a difficult and sometimes upsetting process. We hope that we can use our experience to support you and your child in whatever way suits experience, all children benefit greatly when the nursery/pre-school works closely with the family on settling in.

At any stage of the process – if you would like to talk to someone or support then please talk to your child's key person, or the Childcare Manager.

Settling In Procedure

- Orientation meetings and visits will occur prior to the child commencing care. These meetings enable Staff and families to discuss ideas, routines, procedures and policies and any child allergy or medical condition.
- Managers and Room Leaders will use the Orientation and Enrolment Form during the orientation process.
- Verbal and written communication channels are established between families and Staff to outline children's routines and share daily events
- Feedback about the child's day is provided to families after each attendance.
- Regular social events for families (e.g. Mothers' Day, Christmas Party, and Grandparents' Day) are held.
- Families are welcomed to share information about their child's interests and experiences outside of the setting.
- Families are included in decision making about their child's day at the setting.
- Informal and formal meetings between families and Staff can be arranged to discuss children's learning and development, and to express any concerns that may arise at home or at the setting.
- When families from diverse cultural and linguistic backgrounds are enrolled at the setting, the manager will make every effort to provide translations of policies and procedures.
- Staff participate in a range of professional development relating to effective communication and relationships with families.
- Any family involvement is welcome and appreciated. We encourage families to get involved in the curriculum and share their knowledge and/or skills where appropriate. Families also have the option of not being involved (beyond a minimum level of communication with eStaff each day) if that is their preference.
- Staff create a welcoming environment where the diversity of families and communities, and the aspirations they hold for their children, are respected.
- Family photos and other aspects of children's home life are incorporated into the environment and the curriculum.
- Staff will ensure that all transitions and progressions within the setting adhere to the



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settling in procedure.

- Links are made with the local primary schools to ensure smooth transitions for all children.
- An invitation is made to the primary school teachers from the local schools to visit the children in the preschool prior to their first day in September. All staff will work cooperatively with the teachers to design an appropriate plan.

It should be noted that Garda Vetting is not required for parents/guardians who are settling-in their children.

Last Review Date of this policy: 11-Jul-2024

Signed: Pooja Patidar

Date: 11-Jul-2024

Name: Pooja Patidar

Person responsible for approving the Policy.



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