

Yeovil College Children's Centre Settling in Policy

Every Child Matters									
Be Healthy		Stay Safe		Enjoy and Achieve	✓	Make a Positive Contribution	✓	Achieve Economic Well-Being	

The Children's Centre wants make sure that all children in our care feel safe, secure and comfortable with us. We aim to make our setting a welcome environment where children settle quickly and consideration is given to the child's individual needs and the parents/carers wishes.

- Once your child has registered for a place at the Children's Centre, arrangements will be made for you both to come and play.
- Visits are usually for an hour; your child will be assigned a key person to welcome you at the first session, this person will remain the key person for your child until they move onto the next room. The key person will discuss with you the settling in process and decide together the best way forward for your child in settling them in.
- Parents/carers are expected to stay with their child for sufficient time until their child feels settled and you feel comfortable about leaving them. This is usually at least 2 sessions in which you stay and 1 session where you will leave for about an hour. This arrangement is flexible and can continue until the child feels at home at the nursery (there is no charge for visits).
- Arrangements are then made for you to leave your child for the first time, it is important, where appropriate, for you to tell your child you are leaving the nursery for a short time, so they can have a little play. This arrangement can continue until the child feels happier to stay for longer sessions.
- Younger children may take longer to settle, for the first few sessions, you may want collect your child early and please feel free to call as many times as you need to see how they are getting on.
- Your child's key person will call you if your child becomes too upset or distressed and cannot be comforted. Tears are to be expected in the first instance however if this persists then arrangements are made for you to do more visits.
- If your child is still unsettled then it may be necessary to delay their start date until they are more ready to make the transition.
- No child will be taken on an outing from the nursery until he or she is completely settled in.

