



SETTLING IN POLICY

Statement of intent

At Cocoon Family we want children to feel safe and happy within our setting as well as feel secure and comfortable. We recognise that starting childcare is a major event in a child's life and can often be the first separation between them and their parents. We therefore seek to ensure a smooth and calm transition by working in close partnership with home and us, so that both child and parent feel supported as they work towards feeling comfortable and at ease in the new setting.

At Cocoon Family we aim to:

- Make the children feel happy and secure in their new environment in the absence of their parent/carer.
- To create a secure relationship for your child within our setting.
- To make the setting a place where your child can settle in quickly and comfortably.
- Make the children feel confident to explore and experiment in the physical environment.
- Help the children to develop independence in the new environment and freely access all the resources.
- Support the children to develop positive relationships with both adults and other children in the setting.
- Help children to communicate their needs to others in an appropriate way.
- Promote appropriate behaviour, with clear expectations and positive reinforcements.
- Work in partnership with parents in their children's learning.
- Support and build upon the children's prior experiences and knowledge gained in their home environment.
- Encourage and welcome open and honest communication between practitioners and parents.

We aim to:

- Show empathy and sensitivity towards new parents and children.
- Be responsive and flexible by considering the individual needs of the children and parents.
- Take time and space to get to know new children and their parents/carers whilst they are settling in.

- Organise and manage the environment in such a way that the children can operate independently, safely and imaginatively.

Our plan to support the child’s process of settling to the environment:

- **Home visit-** Meeting for the first time in the child’s home environment. We believe it is important for the child to first meet us in the space where he/she feels the most secure and confident. This is why we will plan for a home visit previous to the first day.
- **Environment visit with parents-** As well as a home visit we will plan a day to come visit our environment previous to the first day.
- **First week (up to two weeks if necessary)-** Throughout the first week we will be giving parents updates on the child’s settling progress. If your child is enrolled for full days, on the first day he/she will only attend the morning session (3 hrs), if settled well will add the afternoon session for the next day attending.
- **Bringing a comfort object (blanket, favorite toy, etc.)-** Bringing something from their safe and known environment can support the child’s transition and give them comfort.
- **Two week "settling-in" period. (See note 7 in contract)-** During this time no notice period will be required and a full refund of the hours not attended of the term will be given if either party wishes to end the agreement, but all other areas of the contract are applicable.

Policy written by: Katia Orendain and Danitza Orendain

Date policy was written	21/08/2023
This policy is due for review on the following date	21/08/2024