



SETTLING IN POLICY

Our Settling in Process:

At Little Steps we understand how difficult it is for parents to leave their child in the care of someone else and return to work. We will therefore work with you to ensure your child is settled and that you are happy with the care we will provide.

Settling in sessions give you the opportunity to provide us with lots of information about your child and their needs, their likes and dislikes, routines, favourite activities, how to comfort them if they are upset and how they usually react when you leave. It gives us the opportunity to start to build a relationship with you and your child and to understand both of your needs.

The settling in period will normally consist of 3, 1 hour long visits. For the first settle session, we encourage you to stay and allow your child to explore the setting in the comfort of knowing you are close by. We then recommend a further 2 sessions, where you will leave your child for the duration of the session to explore without you.

Some children take longer than others to settle and some settle quickly but then become distressed a few weeks into the placement. We will work with you to support your child through this transition period and to make it as easy as possible, making any reasonable adjustments possible. It is important that you and your child are relaxed and happy in the setting and with the care we provide. Some parents find it helpful to call us during the day to find out how their child is. Your child's key carer will be happy to take such calls and have a chat, but may sometimes be unable to talk for long, depending on the demands of the children.

SEND:

If your child has additional needs, the settling process is the perfect time to discuss these. Both the key carer and the setting SENCo will spend time getting to know your child and your family's needs and discuss the best ways to meet these. We are dedicated to making any reasonable adjustment to ensure all children can settle with us, whether that be taking the settling in process at a slower pace, with more sessions, allowing you to stay for more sessions before leaving your child for the first time or starting with shorter sessions and increasing with time. We will work closely with you to make this as smooth a process as possible.

When settling takes a little longer:

At times, we find that children struggle with the transition to starting a nursery setting. This is perfectly normal and nothing to worry about, they just need a little more time. We ask that you are patient with the process and be prepared to be a little flexible in the first few weeks, while your child is settling. It may be that, to start with, your child may need shorter days with us and need to be collected early for the first few weeks, while they get used to us and the nursery environment.

Food and drink during the settling process:

Sometimes children who are settling in refuse to eat or drink while at the setting, as this is a way for them to feel in control of their world. If this happens, we will monitor their fluid intake and if their



late morning nappy change is dry and they have not taken fluids from us in a 4 hour period we will contact you to arrange collection, as this would lead to dehydration and is not good for their overall well-being. If this is to happen, we will keep you updated during the session, via our Family app, and would call you if your child had not accepted fluids within the 4 hours and ask you to collect. This may happen a few times before they are able to stay for their full session. We understand this can be a frustrating time and can cause problems with your other commitments, however the children are our top priority and their well-being is paramount.

If you have any questions or concerns about the settling process, please don't hesitate to speak you us.