

Settling Procedures

Date of last review: October 2016

Conducted by: M. Jarrett (HoC), M. Haddon (SAO)

Date of next review: October 2017



Introduction

Our aim is to enable your child to enjoy their new setting and for you to relax, knowing that your child is safe, cared for and making age-appropriate developments.

All children take different amounts of time to settle into a new routine, a new environment and to get used to new people. At Ambler we settle children slowly and carefully to ensure they feel secure and comfortable with the changes they are experiencing

Babies and young children will always feel anxious about being separated from their families. They are forming new relationships with staff in the setting and they need your support to do this. To strengthen these relationships, we usually settle only one child at a time in Baby Room and Toddler Room, giving maximum opportunity for one-to-one attention. In Nursery class we sometimes settle two children together, giving these children the opportunity to make friends.

Even if your child has settled before at a previous setting this does not mean that their settling process here can be shortened. Each child can respond differently to each new situation, so even if you think they seem okay, please remember to follow our guidelines, it really does help your child.

What you can do to help:

- You can help your child by sticking to the routine, being on time and always picking up on time. Coming to the Centre on the days you are supposed to come is really important, long absences or breaks in the routine mean that your child gets confused and then you will need to go through the settling process all over again.
- When you say goodbye to your child, try not to linger, this only makes it worse. Children may cry as they see you leave but as long as they know that you are coming back, and on time, they will learn to trust the situation and settle down more easily to enjoy their day.
- Please don't peep through the door. If your child sees you, he/she will be upset and wonder what is happening.

Very often, parents/carers will also feel nervous and worried about leaving a child in a new place with new people. Sometimes it can feel strange to be without your baby and you may feel upset and anxious. Try not to worry, most parents feel like this, it is known as 'separation anxiety'. As your baby settles, so will you. But, remember, if you are positive about the Centre and the changes, it will help your child to settle. Our staff team is very experienced and will understand how you are feeling.

Schedules

Settling usually takes around two weeks in total. The hours per day are built up steadily to allow everyone to get used to the change. You must be available for all of the first week.

- Day one - You will be asked to stay with your child in the room and enjoy the time with them. This will be for around one hour
- Day two - You will be asked to do the same again.
- Day three - During this morning you may be asked to leave the room and perhaps have a coffee while your child explores his/her new surroundings with the support and care of the staff. You won't leave the building and we will call you back in if we need to.
- Day four - As on day three, you will leave the room but this time hopefully for longer.

From this point, you will be guided by your keyperson. The important thing is, to keep communicating! The settling of your child is an investment in their enjoyment in the nursery. Rushing this process never pays off, your child will only be anxious. Doing this part well is really important for you and for your little one!