



Settling in Policy

Policy Created: 17/05/2025

This policy is reviewed on an annual basis.

I understand how difficult it is for parents to leave their child. I will, therefore, work with you to ensure your child is settled and that you are happy with the care that I provide. I follow the following settling policy:

The Settling in process on average takes 3 sessions. I understand all children are different and some might require less/more.

After the first session / appointment all settling in sessions are charged at a flat rate of £10 a session.

The first Session takes around 60 minutes. I invite the child and parents to my playroom in my home nursery so we can all get to know each other in a fun and relaxed environment. During this session I will ask questions and take notes.

The Second Session takes around 90 minutes.

In this session I invite the parents and child into my home for a chat and a cup of tea, after 30 minutes the parents leave my home for around 30 minutes leaving the their child with me. When they return, I will ask them to stay around 30 minutes. It's important that the child knows this is a happy and safe place to be so encouragement from all of us is very important.

The third session takes 60 minutes.

In this session I invite the parents into my home for around 15 minutes for a quick chat and to drop off their child. After this the parents leave for around 45 minutes. This time when they return the child will be ready and waiting at the door for collection.

If you and your child are happy and comfortable, we will proceed to your child's first session of care. This is always a half day. If they are not quite ready we will repeat settling in sessions where needed.

Some children may take longer to settle and become very upset upon parting from their parent/carer, if this is the case with your child, I ask that the child is still left with us so that he/she has an opportunity to form a bond and eventually fully settle. I reserve the right not to accept a child into the setting without a parent or carer if the child finds it too distressing to be left with us.

For school pickups and after school policy

I will need to hold a meeting with the parent and their child. It is really important that we are both confident that we can work together.

The first pick up will need to be with both the parent and myself, so I am introduced to the school and the staff are aware that I will be doing pickups.

I will not begin any pickups until all information has been provided, all documentation has been filled and the policy has been read and signed. This is because I have to comply with the EYFS.