



Settling In

Policy statement

All children are unique and the amount of time that a child takes to settle into Over the Rainbow Setting can vary enormously. Therefore, children will be given time to settle in at their own pace, so as to make them feel welcome, safe and confident in a new environment.

Procedures

Over the Rainbow strongly encourages parents/carers to visit the Setting with their children in the days/weeks before they are due to start. During this time, we require the parents/carers to fully complete and return the registration form, either electronically or a hard copy.

During the initial show round, parents/carers and their child(ren) will be greeted in a warm and friendly manner. They will be asked to sign in in the visitors' book before being shown around the premises. Parents/carers will be informed of the types of activities we provide, be shown around the premises, and be introduced to the staff team. They will be informed of mealtime arrangements, booking sessions and invoicing, and the procedures around dropping off and collecting their child. Parents/carers will be given the opportunity to ask any questions they may have regarding their child's time with us.

After the initial show round, parents/carers will be given the opportunity to book settling in sessions for their child. We usually offer three settling in sessions per child free of charge. Some children, depending on their levels of confidence and experience at other Settings, may not need all three settling in sessions. This will be decided with a discussion with the parents/carers and can be reviewed after their initial settling in session. The first session is about an hour long and parents/carers can choose whether they would like to stay with their child for all or some of the session. The second settling in session is usually a couple of hours, but they do not stay for lunch. In this session, parents/carers are encouraged to leave their child. For the child's third settling in session, we invite the child to stay for lunch with us to experience the routines around meal times. Parents would not usually stay for any of this session. At the end of the Settling in period, the Manager would discuss with the parents/carers about how they have settled and book the child in for their regular sessions.

On their first day, children will be introduced to the other children at the Setting. Preschool children will be allocated a Key Person who will introduce themselves to the child and their parents/carer. The Key Person will get to know the child and guide them through the new environment and routines. They will explain the rules and routines in an age-appropriate manner, as well as being shown the activities on offer. Depending on the age and levels of communication of the child, they will be encouraged to ask questions and raise any concerns.

All staff will supervise children new to the Setting to ensure that they are happy in their new surroundings. The appropriate level of such supervision will be judged according to the child's age, maturity, and previous experiences.

Staff will ask on a regular basis how a child is feeling, what activities they enjoy and if they are unhappy about anything. At the end of the first, second and third weeks, the Manager will find time to talk to the child about how they are settling in.



If it seems that a child is taking a long time to settle in, this will be discussed with their parents/carers at the earliest opportunity. Likewise, if a parent/carer feels that there is a problem during the settling in period, they should raise this with a member of staff.

Staff will always be available to discuss any concerns or other issues with parents/carers regarding their child and their attendance at the Setting. If parents/carers wish to meet with the Manager, they should make an appointment to come in for a discussion. Parents/carers can contact their child's Key Person directly through Tapestry if they have any specific questions around their child's learning, development, and care at Over the Rainbow.

This policy was adopted at a meeting of	Over the Rainbow Setting
Held in:	Nov 2023
To be reviewed in:	Nov 2024
Signed on behalf of the setting:	kprice
Name of Signatory:	Kelly Price
Role of Signatory:	Manager