

**Settling-in Policy**

If the children are to play and learn successfully, they must feel secure and happy in the absence of their parents.

They need to be confident in the knowledge that their parents will return at the end of the session. In order to achieve these aims our policy is to:

* ask parents to visit;
* agree with parents how we will introduce and settle a child into the group;
* ensure that the individual needs of the child and family are met;
* introduce children new to the group in small numbers over a period of time;
* to give each child the adequate time and support needed to settle;
* encourage parents where possible to separate from their children for brief periods at first then gradually build up to longer absences;
* reassure parents who are anxious about their child by giving them information about their child's activities and welfare during the session;
* recall a parent if the child is distressed or unable to settle.