



Clann Aire

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Clondrohid Community Crèche & Playgroup,  
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## Settling In Policy

Clondrohid Community Crèche, Pre-School and After School are dedicated to the smooth transition of the children attending each of our services and their parents/guardians.

Settling in should be a positive experience as it will influence a child's self-confidence, attitude to relationships and socialising and will lay the foundation for lifelong learning.

### **Pre Admission**

On your initial enquiry you are asked to call to our Childcare centre to see the service we provide on your first visit you are given our Parent's Handbook containing all of the information you require. *Due to the current restrictions because of the COVID 19 parents will not be able to call into the centre and handbooks are emailed to parents. We will do our best to help the parent and child feel at ease and settle by dropping them off at the door.*

Once you have decided that Clann Aire is the place for your family then you need to speak to the Manager or Supervisor to book your child in and give us a start date for settling.

Every child is different when it comes to settling in and we would always recommend that you allow plenty of time for your child to settle especially if you are going back to work. We would normally allow 2 weeks with a child coming every day for a child to be fully settled but if you feel your child would need longer then please let us know.

### **First Day for a child attending our Crèche facility**

We would ask that the Parent brings the child to the door of the room where they are greeted by our Practitioners that will be caring for their child. Due to the current restrictions parents will have to drop at the outside door of their room and staff will do their best to make the parent and child feel at ease. For the first day we would recommend that a child stays for no longer than an hour and this is slowly increased over the course of the two weeks to allow the child to become familiar with their surroundings. We also recommend that parents write out they're daily routine of sleep times, meals times or bottle feeding to help the transition into crèche. We would recommend that if the child will be coming full days that they stay for at least one full day before the parent goes back to work.

### **First day for a child attending our Pre-School Facility**

For our Pre-School, we hold an information evening in August for parents only, where we discuss the plan for the year. Our year begins in September. Children enrolled for the year are invited to an open day where parents and children are invited to call into our Pre-School over a period of three hours. Parents are requested to stay with their child on that visit they may stay as long as they wish we always feel better to take them away when they are enjoying it so they will look forward to coming back!

On the first proper day of Pre-School we ask the parent to bid farewell as soon as possible, we find it makes the transition easier for the child and parents. If your child is very upset please feel free to remain in the building for a while if it helps. Due to current restrictions parents will not be able to come into the preschool, so we would encourage parents to wait in their car and a staff member will ring if their child is upset.

### **For our After-School facility**

Because these children are older and have a lot more understanding we would ask that the parent brings their child for an hour or so during an evening to meet with the Practitioners and become familiar with surroundings of the room. Once the child, Practitioners and parents are happy then your child can be collected and brought up to the after-School. Due to current restrictions parents will not be able to come into the afterschool, so we would encourage parents to wait in their car and a staff member will ring if their child is upset.

If your child is not settling very well at first then please speak to the Room Leader or the Supervisor about how we can help your child settle better as this will all depend on each child's individual needs. We do also request that the parent does not linger for any longer than they have to.

The parent's contact numbers are at all times available to our Practitioners and if they feel the child is not settling and they need to contact the parent they will. At all times the best interest of the child are paramount to us.

It is also extremely important that parents are on time for collection more over in the Pre-School where children are being collected at a specific time.

## **Following stages**

The separation period varies from child to child there is no specific time limit so parents are asked to be patient and be prepared to extend it at the child's own pace.

Parents are asked to never leave without saying goodbye to their child.

The settling in period has no time limits and may need to be repeated if a child becomes unsettled.

From time to time observations are carried out on all of our children in our services as part of on-going training with our staff, or if we feel a child is having difficulties.

Our Crèche supervisor and Pre-School Leader are at all times available to speak to parents by appointment if possible. They will at all times be up to date on the child's progress. Childpaths and Class dojo are great communications tools now for Parents and Practitioners alike.

Children, who are still clearly distressed having followed the following procedure, may need to have their attendance at the service deferred for a trial period.

These guidelines aim to help children and parents settle in happily in our childcare centre enabling the children to gain maximum benefit from their experience.

This policy was adopted by: Clondrohid Community Crèche, Pre-School & After-School services

Updated: Jan 2021

Signed by: \_\_\_\_\_  
On behalf of the Management, Staff & Parents