



LINKS CHILDCARE POLICIES & PROCEDURES

Settling in Policy

Last Review Date: April 2023

Policy No. 5

Issued: 2014

Policy Statement

Links Childcare aims to ensure that a welcoming and caring environment is provided to children settling into the service. At Links Childcare, we work together with our families to give each individual baby the special attention s/he needs to settle into our crèche with ease.

Principle

This policy is underwritten by the:

This policy is underpinned by:

- The Childcare Act 1991
- Child Care (Pre-School Services) Regulations 2016

Guidance for Parents

Links Childcare is committed to ensuring that a child entering the service has the smoothest possible transition from a home to a crèche environment. To this end we offer a settling-in service for all children attending full day care who are joining us. A Pre-School Induction evening is held at the end of August for all Pre-School children commencing half day or sessional care, parents and children are invited to attend. The Crèche Manager contacts the parent /guardian prior to the start day, to arrange a mutually convenient time to welcome the new child to the Crèche. If the allocated settling hours have to be changed by the parent/guardian, this will incur a service charge. This can be an emotional time for parents who are advised to be guided by the experience of the Manager and are strongly encouraged to avail of the settling in service, which is provided free of charge for all children entering full-time care.

During this settling-in time, your child will establish a bond with the Educarers. We will ask you to spend some time with us and discuss the following with our Educarers; daily routines, mealtimes, sleeping patterns, special dietary requirements and any other valuable information that will assist us in getting to know your child. During the settling-in period we will ask you to complete some important paperwork (Please refer to 'New Starter Paperwork Policy'). It is advised that the parents separate from their child during the settling in period to allow the Educarers build a connection and bond with the child.

We operate an open-door policy at Links Childcare, all our crèches are fitted with a finger imaging system, and this allows parents access to the crèche at any time. It will only take a few short minutes to set up parents on the finger imaging system.

Review

Management in consultation with staff, monitors and reviews the effectiveness of this policy yearly or as required.

Review Dates:	2015	2016	2017	2018	2019	January 2020	October 2020	March 2022	April 2023
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