

## Policies and Procedures: Settling In.

I understand how difficult it is for parents to leave their child with a childminder and return to work. I will therefore work with you to ensure your child is settled and that you are happy with the care that I am to provide.

I like to organise settling in sessions for the parent and child. This gives you the opportunity to provide me with lots of information about your child, their likes and dislikes, routines, favourite activities, how to comfort them if they become upset and how they have reacted when left before. It gives me the opportunity to start to build a relationship with you and your child and to understand both your needs and wishes.

I am happy for you to stay until you feel that your child is settled. Some children do take longer than others to settle and some settle quickly and then become distressed a few weeks into the placement. I will work with you to support your child through this transition period and make it as easy as possible. It is important that you and your child are relaxed and happy in my home and with the care I provide.

You may find it helpful to call me through the day to find out how your child(ren) is. I am more than happy to take your calls, but I am sometimes not able to talk for long or even answer the phone if I am attending to a child's personal needs, for example changing a nappy. So please do not panic if you call and there is no answer – I will ring you back at the next convenient moment!

First Written: 30<sup>th</sup> June 2012    Last Updated: 28<sup>th</sup> September 2018    Signed:

Date Reviewed	Signed