



Settling in Policy

We recommend that children follow a settling in procedure before starting with us at the ECC. The settling of a child and their parent into ECC routine is a very important process. Both the parents and the child should be given time to settle into the new environment.

The ECC will organize "Settling in Week" for the first week in **September** of the new academic year. Therefore, the ECC hours will be slightly reduced at this time, giving your child time to get to know the teacher and teaching staff. It is very important for the children to meet and be encouraged to complete simple activities together.

New children will be given their "settling in week" the first week they begin their ECC experience with us. The hours will be reduced to facilitate the best possible transition from home to ECC.

Meeting the Teacher

All parents of children enrolling in ECC will have the opportunity to meet their child's teacher or key person prior to their child starting class. This meeting is short, yet very important. The teacher will discuss things such as what to expect, and important policy and procedure notes. This is also your time as parents to let us know anything you feel is important, such as toilet or nappy use, likes or dislikes or any concerns or notes the teachers ought to consider.

This meeting will be held in person whenever possible, or over the phone (although we cannot stress the importance of face-to-face meetings). Children and parents are encouraged to come in person to meet the teacher and be introduced to each other.

The settling in process at Creative Nest ECC takes approximately 1 week:

Having a child come in for a few hours every day helps the child become familiar with the setting, the routines and their key person or teacher. Parents are welcome to call the ECC administration and inquire about their child. While we understand that it can be distressing for both the parent and the child, it is important to adhere to our Safe Operating Procedures. Our staff will do their best to ensure your child is as comfortable as possible.

We aim to have children comfortable within a week. Parents are advised that 'separation' from a parent is quite a traumatic experience, and it is natural for young children to be a little upset in the beginning. Please note that younger children often do take longer to settle than children who have previously been enrolled in ECC or who have spent time away from you. Parents should be made aware that at some point it may be necessary to physically however always gently take the child from the parent. However, we will contact

the parent if the child does not settle within a couple of hours. Parents should rest assured that we always have their child's best interest at heart.



We consider a child fully settled when they have begun to establish a relationship with their key-person.

During the Second week or during your child's first FULL week of ECC:

We always advise that when you leave your child you do say goodbye to them while reassuring your child that you will be coming back (example: "Mummy has to go now, but I will come back to pick you up after you have lunch with your friends")

We ask that parents and carers bring children into ECC regularly, especially during the settling in period as breaks or time off often disrupts a child's progress in settling in.

Rest assured that after 4-6 weeks of starting ECC, the teacher will send you the initial observations of your child. This is called a baseline assessment that you can review on the Parent App.

Reviewed by:	Approved by:	Date:
Lynn Nolan	Zeena Assam	26.02.16
Zeena Assam	Zeena Assam	08.08.17
Zeena Assam	Zeena Assam	22.07.18
Dana Al-Qinneh	Zeena Assam	11.07.19
Zeena Assam	Zeena Assam	20.09.20
Dana Al Qinneh	Zeena Assam	25.09.21
Dana Alqinneh	Zeena Assam	16.07.22
Dana Alqinneh	Zeena Assam	07.08.23
Sally Agami	Zeena Assam	26.06.26