



## Settling In Policy

A child being parted from a parent / carer can be very traumatic for both adult and child. To make this separation easier Footsteps aims to:

- Recognize that parents / carers know their child best, and to discuss the separation plan with them so that we respond to the needs of each and every child.
- Encourage parents to bring their child to visit and play during the week preceding their start date.
- Have a staggered start system, with no more than two new children starting at any one time.
- Ask that parents / carers be prepared to stay for at least an hour on their child's first morning. This time will be used to meet the key worker, complete registration forms, receive the Welcome Pack and ask any additional questions.
- Ensure that parents / carers have the opportunity to view the Policy File and that they have an understanding of the routine of the morning. This enables them to prepare their Child for the events of the session.
- Encourage parents / carers to say good-bye and leave promptly when they decide it is time to go.
- Reassure parents / carers when they leave, and offer the options of a phone call later, or the opportunity to stay in the kitchen and watch through the partially opened hatch for a while.
- Allow extra time at the end of sessions for new parents to discuss any questions or concerns they might have.