**Settling in policy**

I understand how difficult it is for parents to leave their child. I will, therefore, work with you to ensure your child is settled and that you are happy with the care that I provide. I follow the following settling policy:

Your child will be assigned their Key Person before their sessions to allow you to build up a relationship with that person and where possible this person will do you AM and PM handovers.

Settling in Sessions - We offer two free sessions the week prior to your child’s first day.

* First Session (1 Hour) - We invited parents to stay for this session to play with your child and get to know the environment together. (Any unfinished paperwork will also be completed)
* Second session (1 Hour) - This session is solely for your child and we ask parents to do a brief goodbye so your child can settle afterwards.

If you feel your child would benefit from additional and/or longer settling in sessions this can be provided for an additional fee.

First Day - We understand that some children can take longer to settle and we will support you through this transition. On your child’s first day we asked parents to do a quick handover and a brief goodbye to help your child settle. Parents are welcome to message through the app to check in and we will update photos and messages where possible throughout the day.

For school pickups and after school policy

I will need to hold a meeting with the parent and their child. It is really important that we are both confident that we can work together.

The first pick up will need to be with both the parent and myself, so I am introduced to the school and the staff are aware that I will be doing pickups.

I will not begin any pickups until all information has been provided, all documentation has been filled and the policy has been read and signed. This is because I have to comply with the EYFS.