**Settling In Policy**

Baby Bears Day Care recognises that all children are unique and the amount of time that a child takes to settle in can vary enormously. Therefore, children will be given time to settle in at their own pace so as to make them feel welcome, safe and confident in their new environment.

Once it is agreed that your child will attend Baby Bears Day Care, arrangements will be made for a minimum of three free settling in sessions, which will last between one and two hours. The first visit will be for one hour where parent/carer will be expected to stay with their child in their room.

Children new to Baby Bears Day Care will be greeted in a warm and friendly manner. During the first session the child will have the opportunity to interact with staff, children, and their assigned key person. This session will allow the parent/carer the opportunity to find out more information and discuss your child’s individual needs with their key person.

During the second and third settling in sessions the parent/carer will be encouraged to leave the child, although they can remain on the premises (out of sight) if preferred. This enables the staff in your child’s room to bond with the child.

Should it be deemed necessary, further settling in sessions will be booked. This will be discussed with parents/carers at the earliest opportunity. We reserve the right not to accept a child into the nursery full time until the child is fully ready.

All of us at Baby Bears Day Care will always be available to discuss any concerns or issues with parents/carers regarding their child and their attendance. Baby Bears Day Care understands the need to work in partnership with you to enhance your child’s overall nursery experience. We would encourage you to speak to your key person regularly to ensure continuity of care.