



BBUFA Crèche Admissions and Settling In Policy

In our crèche we want children and families to enjoy using our service and being involved with us. Children need to know that other adults care about them and will help them play with the activities offered in our crèche; parents need to feel confident in the ability of the adults in the crèche to look after and encourage their children.

We recognise that when parents and children use a crèche for the first time it can be a daunting prospect. We understand that upset children cannot relax and enjoy the activities available and in order to ensure that children settle as quickly as possible we ensure that;

- Sufficient time is made available for parents at the start of each session to familiarise their child with the venue and the staff to ensure that they are confident with the provision.
- Discuss and agree with the parent how we will care for the settling in of their child and at what point they would want to be contacted should the need be necessary.
- Ensure that each child has a named key worker.
- Provide continuity of care, supplying (where possible) the same crèche team members for crèches that run over a number of weeks.
- Provide feedback to parents on their child's progress, including the individual care that has been given to them during the session.
- Ensure that all staff are trained and experienced in settling in children, undertaking additional training opportunities to expand their skills and knowledge on a regular basis.