

QUEEN'S UNIVERSITY BELFAST

Childcare Services

Settling In Policy

1. Childcare Services at Queen's believe that settling your child into daycare should be a gradual process, making the experience as easy as possible for all concerned.
2. We would encourage the new parent to allow a week of flexibility before going into full-time study or work.
3. Every child is an individual and will have had different experiences prior to starting with us and these factors affect how quickly your child may settle. Our advice to parents who are worried or upset leaving their child, is to be consistent. A child will respond and settle more quickly if they are given a routine. We would envisage the first week as follows:
 - Day 1 Mother/father stay with the child for 1-2 hours
 - Day 2 Parent leaves the child with us for 2-3 hours
 - Day 3 Child stays for lunch, leaving at 12.30pm
 - Day 4 Child stays over rest period, getting picked up at 2.00pm
 - Day 5 Child stays all day
4. Your child may bring along a comforter i.e. dummy, blanket etc. If you wish to discuss any aspect of your child's introduction to Childcare Services, please do not hesitate to approach a member of staff.
5. Parents whose children will be attending Childcare Services Out of School Club will be encouraged to allow time to introduce their child to the staff and to have a site visit prior to usual attendance commencing.
6. We would also ask parents, wherever necessary, to meet the child's collector on the first day of after school collections, at the school, to ensure that a collection point can be identified and to reassure the child of the process and the collector.
7. Information on daily routines and the range of activities that are offered for each age group will be discussed throughout the settling in period.