



SETTLING IN POLICY

Here at Oakfield, to secure your space you must return:

- your signed contract
- £60 registration fee
- 1 week's upfront fees (which will be deducted from your last contracted invoice) as well as
- 1month advance fees

Your child is then offered a one hour stay and play session and you must return the **All About Me form** which will help us to settle your child into the setting.

This session is for me and my staff to get to know your child, and for your child to become familiar with the setting before starting.

If you require additional settling in sessions I am happy to do so at times which work for us both. **Additional settling sessions are charged @ £13.00 per hour.**

I am happy for you to contact me during the day to enquire how your child is doing but do not become worried or concerned if I do not answer your calls or respond to your email/text message straight away as it could be that I am changing a nappy, feeding or settling a child, ect. I will respond back as soon as I am able to do so.

Some children take longer than others to settle. It is important for your child to be relaxed and happy at Oakfield. If your child has not settled into my setting after the 4-week transition period we can then discuss amendments to days or times your child spends here until he or she has settled and yourself, the parent/parents, are relax and at ease. Your contract can be cancelled at any time during the 4 weeks if we feel it is necessary to do so. If you decide to cancel during this time you must ensure you have paid for the whole 4-week period and you will not receive your deposit back.

If after 4 weeks you feel we have done our best to accommodate you and settle your child but you feel this setting is not for your child I am happy for you to cancel your contract with a written 4 weeks' notice along with clearing all outstanding fees.

Settling In Tips

- Fill in and bring back the All About Me form at the settling session.
- Say goodbye to your child with a kiss and a cuddle and reassure you will see them later.
- Try not to become upset in front of your child as this could also cause your child to become upset.
- Call or message me to find out how your child is doing if they had an unsettled drop off.
- Leave a comfort toy or blanket with your child if needed.