

# Setting in

at childcare  
Kinderopvang 2Samen



## Why a good familiarisation period is important

How would you feel if you suddenly found yourself in a new situation where you didn't know the customs or the people? Particularly for children, it's good as well as important to have the chance to get used to things.

During the familiarisation period, they get to know the noises and the environment, and they make contact with the other children. It is important that your child builds up a bond of trust with the educational staff members during this period. When your child dares to trust in them, and knows the environment and the other children, he/she will feel safe.



## Your availability during the familiarisation period

To make sure that the feeling of safety and trust really comes about during this period, we carefully build up the time that your child spends with us. We think it's very important that you are closely involved.

Your availability during the familiarisation period is essential. Please take this into account concerning your work and/or other appointments, so that you can be present together with your child for a number of hours during the first day(s). How much time it will take for your child to settle in, depends on various factors. Particularly on their age and the extent to which he/she usually feels comfortable with new people. The more information you can share with us about your child, the more we will be able to respond to his/her specific needs.



## Settling in at the daycare centre or the playgroup



### **WHAT HAPPENS DURING THE FAMILIARISATION PERIOD?**

First you will have an intake interview with the site supervisor. Together, you will draw up a schedule in which the time that your child spends with us gradually increases. In the beginning, you will be there together with your child. Subsequently, we'll gradually reduce the time that you spend with your child at the daycare centre or playgroup. Eventually, you will leave shortly after you've brought your child.

### **HOW LONG WILL THE FAMILIARISATION PERIOD TAKE?**

Usually, a familiarisation period of five days within two weeks is sufficient. After that, you can follow the usual rhythm of the daycare centre and bring your child for whole days. As a guideline, we have a schedule (see the next page) that we attune to your child's needs. For instance, if it turns out that your child needs more time to get settled in, we adjust the schedule to these needs.



## Guideline for the familiarisation process at the daycare centre and the playgroup\*

### First day

You come to the childcare centre with your child and together you stay in the group room for one to one-and-a-half hours, after which you go home together. Usually from 9.30 until 11 o'clock is a favourable time, as no other parents arrive at that time. When making an appointment about the time, take into account your child's eating and sleeping rhythm.

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### Second day

Generally, the second day is the same as the first day. You stay one to one-and-a-half hours, if possible at the same time as the day before. Today, the educational staff member will take over the activities from you, such as feeding, changing and playing. The educational staff member will be the first to react to your child's signals. If it appears that your child has not yet accepted the staff member, you help doing these activities. After about half an hour, you clearly say goodbye to your child and leave the group room. We ask you to stay nearby, so that you can quickly be present again if needed.

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### Third day

If possible, you come at the same time as the two days before. After a short time, you clearly say goodbye to your child and walk out of the group room. After about half a day, you come back again. We will again ask you to stay nearby.

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### Fourth day

On the fourth day, your child will be present in the daycare centre for about 6 to 7 hours. You bring your child to the group and clearly say goodbye. We do ask you to ensure that you can always be reached and, if necessary, that you can be at the daycare centre within half an hour.

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### Fifth day

You bring your child to the group and clearly say goodbye. Your child will stay at the daycare centre for the whole day. We do ask you to ensure that you can always be reached and, if necessary, that you can pick up your child a bit earlier.

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\* Depending on your child's specific familiarisation needs, we could adjust this schedule. At the playgroup, the children probably need less time to settle in. They stay there for a shorter period of time and do not have a nap. In principle, they will follow day 1 to 3 of the above-mentioned schedule. Depending on how your child reacts, familiarisation day 2 will be omitted.



### HOW DO YOU KNOW WHEN YOUR CHILD HAS SETTLED IN?

*We believe that a child has settled in when we observe all the behaviours of the child as mentioned below:*

- The child obviously feels comfortable with all the educational staff members of his/her group: he/she can be comforted, helped and put to bed without any problem. There is non-verbal and/or verbal communication between the educational staff member and the child.
- A toddler or preschooler plays with or next to other children.
- A toddler or preschooler feels comfortable in the room. He/she uses the play areas and the play materials, and enjoys doing that.
- The child has found a certain rhythm in the group. For babies, this means a more or less recognisable eating and sleeping rhythm. For older children, this means that they can more or less follow the rhythm of the group: in general, they eat, drink, sleep and play together with the other children.



## Settling in at the out of school care

For children in the age group from 4 to 13 years, the need to familiarise differs widely. Young kids might need to settle in together with their parent, whereas the older kids might not like that at all. We always decide what to do together with you and your child.

A four-year-old child experiences a lot of changes in a short time. Besides the fact that the child makes a change-over from a daycare centre or a playgroup to school, he/she also goes to the out of school care. There, your child will become part of a larger group than he/she was used to. Often, there are not only children in their own age group, but also children in the age group from 4 to 13. Therefore, this change needs to be guided carefully.

It is important that your child becomes acquainted with the educational staff members, together with you and before the actual placement, so that the child knows who will pick up him/her from school later on. A look round the group room and becoming acquainted with the other children from the group are also of major importance.



*Thanks to this period of familiarisation, your child will later feel safer and more comfortable.*



## Settling into a new group

When your child transfers to the next group, we will inform both you and your child of this in time. It can take a couple of weeks before your child gets accustomed to a new group. We will slowly build up the time that he/she will spend there, so your child will get to know the new educational staff members and the other children.

The educational staff members of the old and the new group will exchange information about your child, using the transition form. An educational staff member from the old group will supervise this period of familiarisation in the new group. This means you don't have to be present yourself. Obviously, we will make an appointment with you to get to know the educational staff members of the new group.



## Finally

In principle, the familiarisation period starts when the placement of your child takes effect. We make every effort to start with the familiarisation period before that, but we are subject to laws and regulations concerning the number of children that are allowed to be present at the same time. We explicitly ask you to take this familiarisation schedule into account, so that you really have time during the first two weeks after the placement of your child. Preferably, the familiarisation takes place during the days on which your child is placed. If required and if possible in the group concerned, we could make exceptions. If you have any questions, please don't hesitate to ask the team of the childcare centre.

*This is a shortened version of the official familiarisation protocol. If you want to read the extensive familiarisation protocol, ask for it at your childcare centre.*



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