



**Hessisches
KinderTagespflegeBüro**
LANDESSERVICESTELLE



The settling-in phase

The length of time it takes to settle-in depends on the age of the child, his/her stage of development and the experiences he/she has made with other people and with separation situations. Plan at least 10 days to 4 weeks for the settling-in phase.

Each child is unique and each **transitional phase needs an individual plan** based on his/her needs. That is why this is only an approximate guideline.

Remember that older children also need time to adjust to their new surroundings.



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LANDESSERVICESTELLE

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Hesse Child Day Care Office

State service centre

Our office hours:

Mon., Tues., Thurs., Fri. from 10:00 – 12:00
and Wednesday from 13:00 – 15:00

Sponsor of the Hesse Child Day Care Office is the town Maintal, represented by the municipal administration. The Hesse Child Day Care Office is sponsored by the state Hesse. In line with our internet presence we cooperate with the online information service „Sozialnetz Hessen“.

Sozialnetz Hessen



> Child day care: well-being from the beginning

Arriving in Child Day Care

Arranging settling-in

Dear parents...

You have chosen the child day care „Kindertagespflege“ to care for your child. Soon your child will be taken in by a child day care family and you will want to prepare for this new beginning together.

Your child will take new paths, explore new spaces, familiarise him/herself with unfamiliar daily routines and meet other children. He/she will be curious, excited and unsure all at the same time.

To assure your child makes a good start in child day care he/she needs you to accompany him/her.

The Hesse education and development plan for children sees the change between educational sites as bringing opportunity rather than crisis. It strengthens a child's confidence and enables diverse learning and development. The better the child copes with the first transition, the easier are the following changes, e.g. at kindergarten and at school. Everyone involved can help to ensure a smooth transition phase.

www.bep.hessen.de



Experience child day care together

During the first few days you will accompany your child and you will get to know the new surroundings together. It is useful at the beginning for your child to experience the same situation every day. You will remain with your child so that he/she can try out new things calmly.

During this time the normal daily routine in the child day care will take place. Children will be welcomed, have their nappies changed, be comforted, eat meals, play and rest together. During these activities the day care mother/father will repeatedly seek contact with your child and encourage him/her to take part. Your child's reactions are important signals for further steps.

Parents can use this phase to get an impression of their child's new surroundings and can take part in the daily routine, observe their child and pass on information about their child's normal habits to the day care mother/father.

The day care mother/father will learn about familiar rituals between you and your child.



For example: What ritual do you have when nappy-changing? How does your child best drop off to sleep? Does he/she need a cuddly toy? How is he/she used to eating? In which language do you speak to your child? Does your child have a pet name?

When you, together with the day care mother/father feel that your child has settled-in and is coping with the day care family, you can try a first parting. The right timing is different for each child. With some children this can take place after a few days, whereas other children need the security of a parent for two to four weeks.

When the time has come, **practise saying good-bye** and **returning** with your child. Here, it is important that when you say good-bye to your child, you tell him/her when you will return. Only then can your child understand you and can slowly learn to deal with units of time.

The day care mother/father will observe your child very carefully during this time. If he/she is confused or starts to cry, then he/she still needs you. Give your child a feeling of **security** and do not push him/her. You will support your child by reassuring him/her that he/she is at the right place and can feel safe there.



When your child can say good-bye to you and has got used to his/her new surroundings, you can gradually lengthen the time you are apart. During the next few days repeat the periods of separation using the same rituals.

Your child will change because he/she will carry out a wide range of development tasks - stay calm and enjoy the development journey your child is making!

We wish you and your child a good settling-in phase!

Planning the settling-in phase together

- Take time.
- Discuss the procedure with the day care mother/father.
- Make sure that during your child's settling-in phase no other changes in your everyday life take place (moving house, brothers or sisters, returning to work etc.).



- Do not plan a holiday directly before or after a settling-in phase.
- As a rule only one parent should accompany the settling-in phase.
- Be prepared to be reached at short notice during the following weeks.
- Make sure that the first separation attempts are not after a weekend or a bank holiday.
- Convey security to your child and do not make him/her do something he/she is not ready for.
- Inform the day care mother/father about your child's habits and rituals and those of your family.
- Give your child familiar things to take with him/her at the beginning, e.g. a cuddly blanket or stuffed animal, pictures or toys.
- Your child has settled-in when the day care mother/father can comfort him/her.