



Effective From	AY 2024/25 (Fall term)
Compliance From	AY 2025/26 (Fall term)

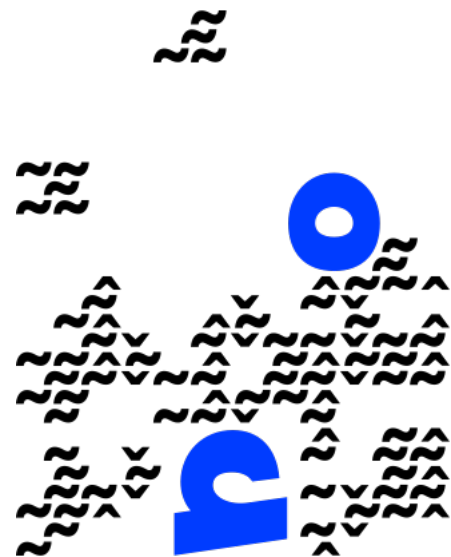
EARLY EDUCATION INSTITUTION **POLICY**

on

SETTLING-IN

Purpose

This policy sets out a clear framework for planning and managing the sensitive settling-in process of infants and children and their requirements. It standardizes the settling-in approach across Early Education Institutions (EIs) and sets clear expectations for all stakeholders (e.g., EEI management and staff, parents, service providers, etc.).



Definitions

Child	A person under the age of 4 years, as per Federal Decree Law No. (51) of 2022 Regulating Nurseries.
Early Education Institutions (EIs)	All ADEK-licensed institutions that offer early years service (e.g., nurseries).
Key Group	Known as a “class” in more formal educational settings, comprises a group of children, an EE Educator, and any other members of the key team.
Key Person	A key staff member who is the primary contact for a key group of children and helps them feel safe and cared for.
Key Team	The team of staff in a child’s key group, whom they interact with daily and who take care of their physical, emotional, and educational needs, typically including the EE Educator, EE Assistant, and EE Aide.
Settling-In	This is the process a child undergoes to get used to or adjust to new people, new environments, and new routines while attending an EEI for the first time. The settling-in period may last from 1 to 3 weeks, depending on the child.
Transition	Periods between defined settings or stages, which can include: <ul style="list-style-type: none"> • The period when the child begins to spend time at the EEI, away from the familiar home setting. • Separations from familiar people and/or changes in programs or spaces within the EEI, such as transferring to another key group within the EEI. • Daily arrival and departure between the EEI and the home. • Daily changes within routines and from one type of activity to another.



Policy

All EEIs shall develop and implement a Settling-In Policy, which ensures the smooth induction of both children and parents into the EEI environment and at minimum outlines all processes, procedures, and guidelines to be followed:

1. Pre-attendance settling-in procedures
2. The settling-in process

1. Pre-Attendance Settling-In Procedures

1.1 Parent Communication

EEIs shall effectively explain their settling-in process to parents before the child begins to attend the EEI (e.g., at the time of registration and/or during parent induction) by providing parents:

- The settling-in process in writing (clear and easy to understand).
- A step-by-step settling-in process breakdown as part of the Parent Handbook.
- Information about what to expect during the settling-in process and how to prepare for the different stages.

1.2 Parent Induction

EEIs shall familiarize parents with their settling-in approach and process and explain the role they play as parents during the Parent Induction Day.

2. The Settling-In Process

EEIs shall clearly outline a step-by-step flexible settling-in process for the gradual integration of a child into the new environment in their Settling-In Policy, which includes:

- a) A sample schedule with appropriate guidance statements (refer to the [ADEK EEI Settling-In Policy Guide](#) for more information and a sample).
- b) Clarity on the minimum time the child is expected to stay.
- c) The role parents are expected to play during the process.
- d) How parents will be kept informed about the child's progress during the settling-in hour.
- e) Schedule of staggered arrival times.
- f) The EEI key person approach.
- g) Transition methods and process.
- h) The approach to supporting children who are leaving the EEI to continue their education in a mainstream school or any other type of institution that is not an EEI.

3. Compliance

- 3.1** This policy shall be effective as of the start of the Academic Year 2024/25 (Fall term). EEIs are expected to be fully compliant with this policy by the start of the Academic Year 2025/26 (Fall term).
- 3.2** Failure to comply with this policy shall be subject to legal accountability and the penalties stipulated in accordance with the ADEK’s regulations, policies, and requirements, notwithstanding any other penalties imposed by Federal Decree Law No. (31) of 2021 Promulgating the Crimes and Penalties and its amendments or any other relevant law. ADEK reserves the right to intervene if the EEI is found to be in violation of its obligations.

References

- Federal Decree Law No. (31) of 2021 Promulgating the Crimes and Penalties and its amendments

Publication

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Department of Education and Knowledge, Abu Dhabi (ADEK)

This policy applies to Early Educational Institutions (EEI) in Abu Dhabi.

