

SETTLING IN PRESCHOOL POLICY

Statement of intent

We want children to feel safe, stimulated and happy in the absence of their parents/carers, to recognise other adults as a source of authority, help and friendship and to be able to share with their parents/carers afterwards the new learning experiences enjoyed in pre-school. We also want parents to have confidence in both their children's well-being and their role as active partners with our pre-school.

Aim

We aim to make the pre-school a welcome place where children settle quickly and easily because consideration has been given to the individual needs and circumstances of children and their families.

Our settling in procedures aim to help parents/ carers to help their children to feel comfortable in our pre-school, to benefit from what it has to offer, and to be confident that their parents/ carers will return at the end of the session.

Methods

Key Person

We allocate a member of staff (key person) to each child and their family when the child starts. The key person updates the child's file and along with the preschool leaders or Deputy will:

- be responsible for the induction of the family and for settling the child into our pre-school;
- act as the key contact for the parents and has links with other carers involved with the child, such as a childminder, and co-ordinates the sharing of appropriate information about the child's development with those carers;
- be responsible for developmental records and for sharing information on a regular basis with the child's parents/ carers to keep those records up-to-date;
- encourage positive relationships between children in her/ his key group, spending time with them as a group each day.

Settling-in

- We use a variety of ways to provide parents/ carers with information before a child starts to attend our pre-school. These include written information (including our prospectus and policies), displays about pre-school activities and invitations to any pre-school fundraising activities or open days.
- Before a child starts, we provide opportunities for the child and parents/ carers to visit our pre-school;
- We allocate a key person to each child and family when he/ she starts to attend;
- When a child starts to attend our pre-school sessions, we work with the parents/ carers to decide on the best way to help the child to settle into the pre-school;

- We ensure that families know that they will be supported in the pre-school for as long as it takes to settle their child there;
- We reassure parents whose children seem to be taking a long time settling into the pre-school;
- We encourage parents/ carers to contact our pre-school for an up-date if their child was upset when left by the parent/ carer;
- We use pre-start visits and the first session the child attends to explain and complete the child's registration records/ Enrolment with the parents/ carers.
- We reserve the right to recommend postponement of a child attending our pre-school if this child is continually unsettled.

Issued October 2016