



SETTLING IN POLICY

Statement of intent

We want children to feel safe and happy in the absence of their parents and to recognise staff as a source of help and friendship as well as authority. We want to be able to share with parents the new learning experiences enjoyed in the pre-school setting.

Aim

We aim to make the setting a welcoming place where children settle quickly and easily because consideration has been given to the individual needs and circumstances of children and their families so that children can benefit from what the pre-school has to offer.

Methods

- Before a child starts to attend the setting we contact parents by telephone to provide them with information relating to our setting.
- During the half term before a child is to attend, we encourage parents and children to visit the setting so that they can meet the staff, view the setting and fill out the necessary registration form.
- At this meeting, parents are provided with our prospectus, opening times, name of staff leading the session and agree days their child will attend. Parents are informed of their start date.
- We allocate a key person to each child and his/her family before she/he starts to attend, the key worker welcomes and looks after the child and his/her parents at the child/s first session during the settling-in process.
- Prior to start date, we explain to parents the process of settling in.
- When a child starts to attend, parents are encouraged to stay, initially to help their child settle in, and then we jointly decide on the best way to achieve this.
- We make it clear to families that they will support them for as long as it takes to make their child feel settled.

- In joint consultation with parents, parents are encouraged to leave their child for increasing amounts until the child feels safe and secure.
- When parents leave, we ask them to say goodbye and to reassure their child that they will be coming back.
- We judge a child to be settled when they have formed a relationship with their key worker/playleader or other member of staff and when they seek them out for comfort, are pleased to see them or are happy to enter the setting.
- We recognise that some children will take longer to settle than others and we jointly agree with parents the way forward, offering them reassurance and guidance.
- We believe that children cannot play or learn successfully if they are anxious or unhappy and will contact the parent if a child is too distressed after being left.
- The setting supports parents to help their child feel comfortable.
- Pre-School leaders/key workers are available to discuss with parents any concerns they have about their child settling in.

This policy was adopted at a meeting of Threemilestone Preschool CIO

Held on 2nd May 2018

Signed for and behalf of the pre-school

Trustee (Sarah Wallis)
Threemilestone Preschool CIO