



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.
- We encourage parents and children to visit the setting so that they can meet the staff, view the setting and collect the necessary registration paperwork.
- Parents are provided with our prospectus, detailing opening times, name of staff together with other relevant information. We agree days their child will attend and provide parents with a start date.
- We provide parents with a copy of our Attendance Policy which promotes regular attendance recognising that this is essential to build up the secure attachments they need for healthy development.
- Parents are advised that we must have the appropriate paperwork in place before their child can attend giving emergency contact details, persons authorised to collect, emergency medical permission, health needs, dietary requirements and allergy or intolerance information together with relevant consents.
- We discuss the settling in process with parents and how they wish to approach this.
- We also allocate a key person to each child and send an introduction on the EY Log Platform so that parents are familiar with the staff prior to starting.

- 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.
- In joint consultation with parents, parents are encouraged to leave their child for increasing amounts until the child feels safe and secure and we make it clear that we will provide the support necessary to make their child feel 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.
- 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

Signed for and behalf of the preschool

Trustee (Sarah Wallis)
Threemilestone Preschool CIO