

## Settling in policy

### Statement of intent

We want children to feel safe, stimulated and happy in the preschool and to feel secure and comfortable with staff. We also want parents to have confidence in both their children's well being and their role as active parents with the preschool.

### Aim

We aim to make the preschool 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.

### Methods

- Before a child starts to attend the preschool, we use a variety of ways to provide his/her parents/carers with information. These include our prospectus, a 'welcome pack' and policies (which can be found on our website).
- Before a child starts we provide opportunities for the child and his/her parents/carers to visit the preschool. This usually takes the form of an open morning for all new children, parents/carers to familiarise themselves with the setting and is also an opportunity for parents/carers to meet their child's Key Person. If parents are unable to attend this session, they can arrange to attend for a pre-start visit (during a normal session) during the term before their child is due to start.
- We allocate a Key Person to each child; the Key Person welcomes and looks after the child and his/her parents/carers during their time at pre-school. If a child will not see his/her Key Person every session they attend due to staff working patterns they are also given a back-up Key Person.
- When a child starts to attend, we work with his/her parents/carers to decide on the best way to help the child settle into the pre-school. We suggest to parents that during the child's first week they come into preschool 15 minutes after the session starts so that pre-existing children are busy and settled and so that they avoid the busy time when most children are arriving.
- We use the pre-start visit and the first sessions at which a child attends to explain and complete the child's registration records.

- Within the first term of starting we discuss with the child's parents/carers how their child is settling, share their child's settling-in report with them and explain their child's record of achievement.

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