

## **Settling in Pre-school – Policy and Practice**

**Statement of Intent:** We want our children to feel safe, stimulated and happy in the setting and to feel secure and comfortable with staff. We also want parents to have the confidence in both their children's well being and their role as active partners with the setting.

**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.

### **Methods:**

- We will introduce a flexible admission procedures, if appropriate, to meet the need of individual families and children.
- We will use a variety of ways to provide a new child's parents with information. These include telephone calls, written information, new parents evening and new starter session. We will also arrange individual meetings with a child's parents should they request one.
- We allocate a key worker to each child and his/her family before he/she starts to attend. The key worker is introduced to the parents at the new parents evening. At the new starter session the key worker makes herself known to the child and welcomes him/her to the pre-school and looks after him/her during the settling in process.
- We explain the process of settling-in with parents and jointly decide on the best way to help their child to settle into the setting.
- We expect parents/carers to remain with their child during the new starter morning and then gradually take time away from their child, increasing this as and when the child is able to cope.
- We understand that younger children take longer to settle in, as with children who have not previously spent time away from their parents/carers.

- We understand that children who have had a period of absence may also need their parents to be on hand to re-settle them,
- We will judge a child as settled when they have formed a relationship with either their key worker or another member of staff or volunteer or when they come into the playroom without the support of their parent/carer.
- We will ask parents to leave their child by saying goodbye and explaining to them that they will be coming back and when.
- We recognise that some children will settle more readily than others but that some children who appear to settle rapidly are not ready to be left, so we will work with parents/carers to help this process.
- We will reassure a parent/carer whose child seems to be taking a long time settling in to pre-school.
- We do not believe that leaving a child to cry will help them to settle quicker. We believe that a child's distress will prevent them from learning and gaining the best from our pre-school.
- We reserve the right not to accept a child into the setting if he/she is distressed and a parent/carer is unable to stay and support them.
- We will make it known to parents/guardians that if their child becomes unhappy during a session we will telephone them and ask them to return or send a substitute to stay with the child until the end of the session.
- We will inform parents/guardians that they can ring the pre-school at any time during the morning to confirm that their child has settled on 01535 275534.

- We will encourage parents, where appropriate, to separate from their children for brief periods at first, gradually building up to longer absences if applicable.

**This policy was adopted at a meeting of Wilsden Pre-school held on.....**

**Signed on behalf of Wilsden Pre-school.....**