

Settling in at Pre-school

We want children to feel safe 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 afterwards the new learning experiences enjoyed in the pre-school. We also want parents to feel welcome and involved from the beginning.

In order to accomplish this, we aim to create a partnership with parents in the following ways:

- By creating opportunities for the exchange of information, using among other resources a copy of the pre-school's prospectus and parent induction booklet and the initial profile contained in the scrap book, (which should be filled in with the child's key person).
- By encouraging parents to visit the pre-school with their children during the weeks before an admission is planned.
- By ensuring that a member of staff is assigned to welcome each family on their first visit. This member of staff will be on hand to answer any questions and to help parents and child feel at home.
- By assigning a key person to each family as soon as it is known which days the child will be attending the pre-school.
- By encouraging parents / carers to take up the offer of a home visit by their child's key person before the child begins attending the pre-school. This visit helps the child to get to know their key person in the safe and familiar environment of home.
- By ensuring that the key person is on hand at the beginning of sessions to greet the child and be with them until they have settled. The key person will also keep an eye on the child throughout the session, offering reassurance and comfort if necessary. Key persons then liaise with parents / carers on a day to day basis to ensure that the child is happy and making good progress.
- By using key persons to ensure parents / carers have plentiful opportunities to inform the pre-school about their children's current achievements and interests.
- By having flexible admission procedures to meet the needs of individual families and children.
- By making clear to families from the outset that they will be welcome and supported in the pre-school for as long as it takes to settle their child with us.
- By reassuring parents whose children seem to be taking a long time settling into the pre-school.
- By encouraging parents, where appropriate, to separate from their children for brief periods only at first, gradually building up to longer absences.

Children cannot play or learn successfully if they are anxious and unhappy. Our settling procedures aim to help parents and children to feel comfortable in the pre-school, and to ensure that children can benefit from what the group has to offer and feel confident that their parents will return at the end of the session/day.

This policy was adopted at a meeting of the pre-school held on*(date)*

Signed on behalf of the pre-school