



## SETTLING IN POLICY

<b>Policy:</b>	<b>Settling In</b>
<b>Aim:</b>	<b>For children to feel safe and happy in the absence of their carers</b>
<b>Responsible Officer:</b>	<b>Supervisor / Key worker</b>
<b>Information Included:</b>	<b>Methods to create partnership with parents</b>
<b>Supporting Documentation:</b>	<b>Parental involvement, Admissions</b>
<b>Other related policies</b>	

We want children to feel safe and happy in the absence of their parents, 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 preschool. 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 Preschool's welcome pack and website. Also a shared approach to the registration form.
- By assigning a primary and secondary key worker on admission.
- By ensuring plentiful opportunities for parents to inform the Preschool about their children's current interests and achievements.
- By encouraging parents to visit the Preschool with their children during the weeks before an admission is planned.
- By making parents aware of our Friday morning Toddler session, along side the Preschool session 9.30 to 11 am. This is a great way for parents/carers and children to mix and for the child to feel familiar in the Preschool surroundings.
- By introducing flexible admission procedures, if appropriate, 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 Preschool for as long as it takes to settle their child there.
- By reassuring parents /carers whose children seem to taking a long time settling into the Preschool.
- By introducing new families into the group on a staggered basis, for example 2 new children a day for a week rather than 10 new children all at once.
- By encouraging parents, where appropriate, to separate from their children for brief periods at first, gradually building up to longer absences.

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

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