



## **SETTLING IN PROCEDURE**

We want children to feel safe and happy in the absence of their parents, to recognise staff as a source of authority, help and friendship and to be able to share the new learning experiences they have enjoyed in Pre-school with their parents.

In order to accomplish this, we will:

- Encourage parents to visit the Pre-school with their children during the weeks before an admission is planned.
- Free play sessions are offered to all children prior to starting and is usually on a day that they will be attending. The parent is encouraged to stay with the child throughout the play session to communicate with staff.
- Make clear to families from the outset that they will be supported in the Pre-school for as long as it takes to settle their child.
- Re-assure parents whose children seem to be taking a long time settling into the Pre-school.
- The Manager and child's Key Person can go to the family home for a home visit, so that the parent has further time to discuss their child's needs and the child has the opportunity to get to know the staff in their familiar home environment.
- Encourage parents, where appropriate, to separate from their children for brief periods at first, gradually building up to longer absences.

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

A member of staff will be allocated to each child to help settle them in. This will usually be the child's Key Person who is allocated before the child starts.

Pre-school staff and Parents/carers should share any issues or concerns they have as soon as they arise.