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**Downham Market Children’s Centre**

**Snape Lane**

**Paradise Road**

**Downham Market**

**Norfolk PE38 9JE**

**SETTLING IN/INDUCTION**

Most children settle into Pre-School within two or three weeks of their first session. However, there are some exceptions. The Pre-School practitioners will work in partnership with the parents/carers to settle the child into the group environment and make the transition as smooth as possible for all.

Parents/carers will be encouraged to attend the Open Session with their child. This enables the child to become familiar with the building, Practitioners and children. It also allows Practitioners to find out some information about the family and the child, and for parents/carers to ask any questions they feel is relevant.

On their first visit or session the child will be introduced to their key person and the other Practitioners. They will be shown around the Pre-School and introduced to other children as appropriate.

If a child is distressed in any way parents/carers should feel free to stay for as long as it takes for both adult and child to feel comfortable and confident about being separated.

If a child is experiencing difficulty in settling or parting from their parent/carer then practitioners will discuss the situation with the parent/carer. They will discuss strategies that have worked in the past but will not persevere with anything that makes the child or the parent/carer distressed. The method that Practitioners have found works best is for the parent/carer to say goodbye and leave quickly. Practitioners will calm the child and help them to settle keeping the parents/carers informed at all times.

Parents/carers should not leave without informing Practitioners and their child.

**Review Date: September 2025**