

Mini Cowper Preschool

Birch Green, Nr Hertford, SG14 2LR

01992 679844

Settling-in

* Before a child starts to attend our setting, we use a variety of ways to provide his/her parents with information. These include written information (including our terms and conditions and website), displays about activities available within the setting, stay and plays and individual meetings with parents.
* Before enrolment, we provide opportunities for the child and his/her parents to visit the setting for a show around and for the child to join in with circle time and various activities around the room.
* We do where possible, offer a home visit by the person who will be the child's key person and the manager to ensure all relevant information about the child can be made known. The home visit is within a few weeks of the child’s start date.
* When a child starts to attend, we explain the process of settling-in with his/her parents and jointly decide on the best way to help the child to settle into the setting.
* Younger children will take longer to settle in, as will children who have not previously spent time away from home. Children who have had a period of absence may also need extra support. We work with the child’s parents the best way to enable the child to settle by having shorter sessions etc.
* We judge a child to be settled when they have formed a relationship with their key person; for example, the child looks for the key person when he/she arrives, goes to them for comfort, and seems pleased to be with them. The child is also familiar with where things are and is pleased to see other children and participate in activities.
* When parents leave, we ask them to say goodbye to their child and explain that they will be coming back, and when.
* We recognise that some children will settle more readily than others.
* We do not believe that leaving a child to cry will help them to settle any quicker. We believe that a child's distress will prevent them from learning and gaining the best from the setting. If the child is unsettled for a long period the parent will be contacted to discuss the best solution.
* We reserve the right not to accept a child into the setting without a parent or carer if the child finds it distressing to be left. This is especially the case with very young children.
* After attending the first 5 sessions, we discuss and work with the child's parents to begin to create their child's record of achievement.

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| This policy was adopted by |  | *(name of provider)* |
| On |  | *(date)* |
| Date to be reviewed |  | *(date)* |
| Signed on behalf of the provider |  | |
| Name of signatory |  | |
| Role of signatory (e.g. chair, director or owner) |  | |