**Settling in policy**

**Statement of intent**

We want children to feel safe, stimulated and happy in the setting and to feel secure and comfortable with staff. We also want parents to have the confidence in both their childrens well being and their role as active partners with the setting.

**Aim**

We aim to make the setting a welcome place where children settle quickly and easily because consideration has been given to the individual needs and circumstances of children and their family.

**Methods**

* Before a child starts attending the setting, we use a variety of ways to provide his/hers parents with information including prospectus & policies on our website and a couple of taster mornings before they start to attend one with parent/carer and then one on their own with key person.
* We will allocate a key person to each child before they start attending the setting v, the keyperson welcomes and looks after the child and his/her parent/carer at the childs first session and during the settling in period.
* When a child starts attending, we explain the process of settling in his/her parents and jointly decide on the best way to help the child to settle into the setting.
* Parents are welcome to stay with their child as long as they like on the first morning of their child attending the setting.
* 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 recognised that some children will settle more rapidly than others but that some children who appear to settle rapidly are not ready to be left, so we expect that the parent will honour the commitment to stay for at least the first week.
* We do not believe that leaving a child to cry will help them to settle any quicker. We believe a child’s distress will prevent them from learning and gaining the best from the setting, we may have to stagger a child in gently perhaps just an hour to stay and play and then gradually extend the morning.
* We reserve the right not to accept a child into the setting without a parents or carer if the child finds it distressing to be left. This especially the case of a very young child.
* Within the first four to six weeks of starting we discuss and work with the child’s parents to create their child’s record of achievement.

This policy was adopted for Headcorn Pre-school signed by the owner ……………………………….

March 6th 2020 Print Name …………………………………………………