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Leaside Under Fives Kindergarten

Leaside Walk, East Street, Ware, Herts SG12 9BT

Charity Registration Number 1142831

**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 confidence in both their children's wellbeing and their role as active partners with the setting.

**Aim**

We aim to make the setting a welcoming place where children settle quickly and easily because consideration has been given to the individual needs and circumstances of children and their families. This policy reflects the EYFS framework 2024.

**Methods**

* Before a child starts to attend the setting, we use a variety of ways to provide his/her parents with information. These include written information such as our Parent Handbook which will be provided prior to the child’s start date. This will be emailed or provided in a paper format where email is not an option. Parents will have access to our policies, displays about activities available within the setting, information days and individual meetings with parents.
* During the half-term before a child is enrolled, we provide opportunities for the child and his/her/they parents/carers to visit the setting.
* We allocate a key person and support worker to each child and his/her/they family before he/she/they starts to attend; the key person and support worker welcome and look after the child and his/her/they parents at the child's first session and during the settling-in process.
* We use settling in visits to explain and complete (with his/her/they parents) the child's registration records.
* When a child starts to attend, we explain the process of settling-in with his/her/they parents and jointly decide on the best way to help the child to settle into the setting.
* The first session at which a child attends will be complimented by the parents ability to remain on the premises in either of the Caterpillar or Butterfly rooms so they are on hand should their child require further settling. During this time the parents will be given the option to review the policy folder, purchase uniform and ask questions of the leader, who will be available to them for an informal discussion, where the Parent Handbook does not answer their question or concern.
* 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 their parent to be on hand to re-settle them.
* We judge a child to be settled when they have formed a relationship with their key worker or support worker; for example the child looks for the key person when he/she/they 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 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. In these circumstances we will work with the parents to find the best way of helping their child to settle.
* 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.
* Within the first term we discuss and work with the child's parents to create their child's record of achievement.

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| This policy was adopted at a meeting of | Leaside Under Fives Kindergarten |
| Held on | 5 May 2016 |
| Reviewed on:    Signed on behalf of the Kindergarten | 27 March 2024  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Margaret Payne |
| Role of signatory (e.g. chairperson etc.) | Chair of Committee |