

## Settling in policy

We want children to feel safe and happy in the absence of their parents, to recognize other adults as a source of authority, help and friendship and to be able to share with their parents, afterwards, the new learning experiences enjoyed in the pre-school. We also want parents to feel welcome and involved from the beginning. In order to accomplish this, we aim to create a partnership with parents in the following ways:

- We may request a home visit as part of settling if we feel it would benefit the child, or a future visit if they have additional support needs and we feel it might be relevant a child.
- By welcoming information from parents/carers about their child via a 'Getting to Know me' discussion as part of the induction to the pre-school.
- By encouraging parents to visit the pre-school with their children during the weeks before an admission is planned.
- By creating opportunities for the exchange of information with the parents/carers.
- By ensuring plentiful opportunities for parents to inform staff about their child's current achievements and interests.
- By introducing flexible admissions procedures, if appropriate, to meet the needs of individual families and children.
- By making it clear to families from the outset that they will be welcome and supported in pre-school for as long as it takes to settle their child there.
- By reassuring parents whose children seem to be taking a long time settling into pre-school.
- By encouraging parents, where appropriate, to separate from their children for brief periods at first, gradually building up to longer absences.
- Agreeing with parents/carers if they wish to take their child to the toilet at pre-school, although being mindful of safeguarding other children in this area.
- We will use different tools to support a child settling, such as making a preschool – home photo book, encouraging the child to take home, look after and bring back a soft toy or bring a special item from care givers to look after for the day.

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

We welcome any feedback from parents/carers, via a consultation or Parent Survey which might help with the settling in experience.

See also Charging Policy