

Policy 4.2

Fazeley Pre-school 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.

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 (including our prospectus and policies), displays about activities available within the setting, information days and evenings and individual meetings with parents.
- During the half-term before a child is enrolled, we provide opportunities for the child and his/her parents to visit the setting. This enables parents to meet with the staff and their allocated key person, complete the registration process and for the child to see the setting and have the opportunity to 'play'
- We allocate a keyperson to each child and his/her family before she/he starts to attend; the keyperson welcomes and looks after the child and his/her parents at the child's first session and during the settling-in process.
- 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.
- We have a staggered intake in September to ensure that staff have more time to settle individual children
- We judge a child to be settled when they have formed a relationship with the staff for example the child looks for the keyperson 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.
- During the settling in period we ensure that sufficient attention is given to reassuring new children about unfamiliar surroundings and comfort is offered as required.
- Young children may take longer to settle in, as may children who have not previously spent time away from home.
- When parents leave, we ask them to say goodbye to their child and explain that they will be coming back, and when.
- Staff are on hand to reassure parents, give advice and will keep them updated by telephoning them if necessary
- We reserve the right not to accept a child into the setting without a parent or carer if the child finds it too distressing to be left. This is especially the case with very young children.
- 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 on April 20th 2001 and reviewed at a meeting of Fazeley Pre-school Committee on 9th November 2018. It will be reviewed again in November 2018 unless it is considered necessary beforehand because of changes in legislation etc.

Signed on behalf of Fazeley Pre-school Committee

Maria Haden
Chairperson