



## SETTLING IN POLICY

### Statement of intent:

We want children to settle into the pre-school as soon as possible so that they feel safe and happy in the absence of their parents, enabling them to enjoy learning through play and projects from an early stage. If they feel safe and happy, they will also learn to recognise other adults as a source of authority, help and friendship. This will enable children to share their new pre-school learning experiences with their families back at home.

### Aim:

Our aim is to make children and parents feel welcome from the start and to encourage a partnership approach between the pre-school and parents towards their children's development and learning.

### Methods:

To achieve this aim we operate the following Settling In Policy:

1. We create opportunities for a two-way exchange of information from the start when parents/carers with their children are invited to look around our setting with the manager/deputy manager. A registration form is then required to be completed and returned. – see **ADMISSIONS POLICY**.
2. We ensure that there are plentiful opportunities for parents to inform the pre-school about their children's current achievements and interests. Initially we ask parents/carers to fill out a unique story form to help us understand the child's background, likes, dislikes and needs. We encourage our parents to write achievements on a leaf and put them on our news tree, these can then be shared with group and keyworker. We have a contact book which goes home every night in the home bags, especially useful for working parents and the child is collected by grandparents. We have an email reply on our 2 simple where parents can add to observations and share extended learning at home.
3. If required, we offer to arrange a home visit in order to gain more insight into the child's background and needs and to allow the child and family to become familiar with pre-school staff.
4. We operate flexible admission procedures, if appropriate, to meet the needs of individual families and children.
5. We make clear to families from the outset that they will be welcome and supported in the pre-school for as long as it takes to settle their child.
6. We reassure parents whose children seem to be taking a long time settling into pre-school.
7. We encourage parents, where appropriate, to separate from their children for brief periods at first, gradually building up to longer absences.
8. The child will be allocated a keyworker at the start who will introduce themselves to your child and will work closely to establish a lasting relationship (a friendly face).

9. A one to one meeting is arranged in the first few weeks of the child starting between the keyworker and new parents to exchange information and welcome them into our preschool. This is also a good time to have a better understanding of religions and cultures.

Children cannot play or learn successfully if they are anxious and 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 all the group has to offer and feel confident that their parents will return at the end of the session/day.

Even after all this sound preparation, some children might not be ready just yet. A birth certificate is no real guide to the child's readiness for pre-school. Some children are ready for pre-school at about two years of age and some are not. Behaviour, not age, is a good guide to readiness. The child who is eager to tackle new experiences, even in the presence of a stranger, who enjoys playing with other children and is used to short periods away from his parent is one who is probably ready to try pre-school.

Our pre-school keyworkers are trained in this situation to share with a parent their concerns if they do not feel the child is quite ready. A possible solution is for the child to just stay for an hour at a time and then build on this over a period of time, or to delay the start for a few weeks until their child is ready for this transition.

Some children just don't settle. This is fairly rare but it does happen. It is important for everyone to know that it can happen to perfectly happy, intelligent, secure children. It might be that such a child is simply not ready for pre-school yet and admission needs to be delayed for half a term or so.

**Refer also to:**

**ADMISSIONS POLICY**