

Settling in Pre-school policy

Statement of intent

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

Aim

We aim to make the Pre-school 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 Pre-school, we use a variety of ways to provide his/her parents with information. These include written information (including our prospectus, Operational Plan and policies), displays about Pre-school activities, Photo album of past events/activities, a correspondence file, free taster sessions 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 Pre-school. These are called taster sessions and 2 are offered free of charge and require to the Parent to stay with their child.
- Registration Forms are given to the parent/carer in person at the taster sessions or by post and are to be returned completed before the child attends their first official session.
- When a child starts to attend, we work with his/her parents to decide on the best way to help the child to settle into the Pre-school. If necessary we will introduce flexible admission procedures to meet the needs of individual families and children. We will support families in the Pre-school during the settling in period for their child and continue to reassure parents/carers whose children seem to be taking a long time settling into the Pre-school. Where appropriate, we will encourage parents/carers to separate from their children for short periods at first, gradually building up to longer absences.
- In order to help with familiarisation and aid the settling in of a new child to the Pre-school we request that a child attends for a minimum of two sessions per week.
- We allocate a key person to each child and his/her family before she/he starts to attend. Arrangements are made for each parent/carer to meet their child's key worker on a ½ termly basis to look through, discuss and contribute to their child's "Personal development folder". These folders are available for parents or children to look at any time.