

Settling in

Statement

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 well being 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.

Method

- Before a child starts to attend the setting, we use a variety of ways to provide his/her parents with information. The parent/carer will be given a prospectus. They will also be issued with a letter stating the start date and the days that we are expecting the child/ren and the name of their key person.
- "Accompanied Parent "sessions will provide an invaluable introduction to pre-school life. The aim of the session is to allow the child to become comfortable within our pre-school environment, whilst leading up to a time of independence on reaching 2 years 6 months and "going solo".
- During this time the parent/carer will be expected to stay with the child. The parent/carer and child will be encouraged to participate in the session. In addition they will be orientated to the setting, any registration paperwork will be completed and they will be shown our policy folder. The parent/carer will be encouraged to ask questions.
- We allocate a key person to each child and his/her family when she/he starts to attend. The key person welcomes and looks after the child and is responsible for developmental records and for sharing information on a regular basis with the child's parents.

- 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. This process will be an opportunity to get to know the child and his/her family. We provide a welcome pack with more information about the setting and other paperwork to finish the registration process.
- The child may bring any comfort item that he/she finds soothing.
- We have an expectation that the parent, carer or close relative, will stay for part or most of the first few sessions, gradually taking time away from their child, increasing this as and when the child is able to cope. This does not apply to children who have attended accompanied sessions.
- When parents leave, we ask them to say goodbye to their child and explain that they will be coming back, and when.
- We recognise that some children will settle more readily than others but that some children who appear to settle rapidly are not ready to be left, so we expect that the parent will honour the commitment to stay as deemed necessary by the parent/carers and key person.
- 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.