



Kingsdown Pre-school Settling In procedure

We want children to feel safe and happy in the absence of their parents/carers, to recognise other adults as a source of authority, help and friendship, and to be able to share with their parents/carers afterwards, the new learning experiences enjoyed in the pre-school. We also want parents to feel welcome and involved from the beginning.

Children cannot play or learn successfully if they are anxious and unhappy. Our settling in procedure aims 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, feeling confident that their parents/carers will return at the end of the session/day.

In order to accomplish this, we aim to create a partnership with parents in the following ways:

- By having flexible admission procedures to enable children to join throughout the year rather than just at beginning of the terms to meet the needs of individual families and children.
- By creating opportunities for the exchange of information, using among other resources, a copy of the pre-school's prospectus and a shared approach to the registration form.
- By ensuring plentiful opportunities for parents to inform the pre-school about their child/ren's current achievements and interests.
- By encouraging parents to visit the pre-school with their children during the weeks before an admission is planned.
- By allocating a keyperson who will support the child in their learning and development during their time at the pre-school and be the main contact for the parent/carer
- By introducing new families into the group on a staggered basis, for example maximum of one new child a day
- By making 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 there.
- By encouraging parents, where appropriate, to separate from their children for brief periods at first, gradually building up to longer absences.
- By reassuring parents whose children seem to be taking a long time settling into the pre-school.
- Through sensitive discussions with parent/carer, keyperson and manager recognising that on the rare occasion a child is not ready to start pre-school they will have a break for a period and then re-join at a later time when they are ready

This policy was reviewed by pre-school on 14 April 2022. It will be reviewed annually or sooner if required

Signed on behalf of the pre-school A.Bridges
Chairperson Kingsdown Pre-school