

Settling Into Preschool Policy

Statement of Intent

At the pre-school we want children to feel safe, stimulated and happy in the setting and to feel secure and comfortable with staff. We want parents and carers to have confidence in both their children's well being and their role as active partners with the setting. We want the setting to be 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. We recognise the importance of a paced entry procedure for all new entrants and implement daily welcoming strategies throughout the year for all parents and children.

Method

Children Beginning Preschool

- Before a child starts to attend the setting, we use a variety of ways to provide 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 for key workers and parents.
- Prior to the visit, parents are issued with various administration forms to complete.
- We may offer a home visit by the person who will be the child's key person, to ensure all relevant information about the child can be made known.
- When a child starts to attend, we explain the process of settling-in with his/her parents/carers and jointly decide on the best way to help the child to settle into the setting.
- Children and their parents/carers are invited to visit the preschool for a 'taster' session. This is usually in the half term before the child begins. During the 'taster', children, parents/carers are introduced to the staff and, the child's key worker and informed about preschool routines. The children are encouraged to take a full part in the session.
- Once the child has started nursery, staff will agree the best settling procedures with the parent/carer. Most children settle immediately and are able to stay for the full session from the outset. Some children require more support to make the transition to nursery, a positive experience for them. Settling strategies may include e.g. initially staying for shorter part of a session, initially attending 3 sessions of the week, parent/carer staying for the first half hour until the child is more confident staying on his/her own.
- When parents leave, we ask them to say goodbye to their child and explain that they will be coming back, and when.
- Staff will constantly review settling progress and discuss next steps with parents/carers.
- 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. This is especially the case with very young children.
- We reserve the right to delay the start of a child if we feel they are not ready for the preschool environment.

Policies and Procedures

Feb 09, Mar 10, Oct 13, Jan 16, July 19,

Daily Welcoming of Children

- A member of the preschool team welcomes children and parents/carers at the classroom door.
- Parents/carers should then assist their child in the cloakroom, promoting as much independence as possible when changing. There are individual pegs for coats and bags.
- When children enter the classroom, they are welcomed by a member of staff and select their name badge for their tray.
- Children are then encouraged to have a time of free play. Occasionally, children may need the support of the key person or parent/carer to settle and subsequently select an activity they feel comfortable with. Children are able to mix with all children in the preschool.

Sharing Information *(Please see separate Partnership with Parents Policy)*

- Parents/carers wishing to discuss the progress of their child should seek a mutually convenient time when staff would be available to talk.
- Information is available from the various notice boards, the website, leaflets displayed in reception area and emails to parents.
- Within the first term of starting we discuss and work with the child's parents/carers to help plan the child's learning.
- The settling in process is detailed in a separate document (settling your child at preschool). This is sent via letter to all parents/carers, half a term before their child is due to start the process.

We judge a child to be settled when they have formed a relationship with their key person; for example the child looks for the key person 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.

The following procedures and documentation in relation to this policy are:

Preschool Policies

- Partnership with Parents

In compliance with the Statutory Framework for the Early Years Foundation Stage 2017

Section 3 Safeguarding and Welfare Requirements

Key Person

Policies and Procedures

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