

Settling-In Policy

Statement of Intent

We want children to feel safe, stimulated and happy in the setting and to feel secure and comfortable with staff. We also want parents/guardians 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.

Methods

- Before a child starts to attend the setting, we use a variety of ways to provide his/her parents/guardians with information. These include written information (including our prospectus and policies), displays about activities available within the setting, open weeks and individual meetings with parents/guardians.
- During the half-term before a child is enrolled, we provide opportunities for the child and his/her parents/guardians to visit the setting.
- We allocate a key person to each child and his/her family, Parents / guardians are informed of their Child's key person within the first half term of starting.
- Where possible prior to starting 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.
- We use pre-start visits and the first session at which a child attends to discuss with his/her parents/guardians the child's enrolment form.
- When a child starts to attend, it allows us to discuss and talk through our settling in brochure with his/her parents/guardians and jointly decide on the best way to help the child to settle into the setting.
- Parents/guardians, carer or close relative, are welcome to stay for most of the session during the first week, gradually taking time away from their child, increasing this as and when the child is able to cope.
- Younger children may take longer to settle in, as will children who have not previously spent time away from home. Children who have had a period of absence may also need their parent to be on hand to re-settle them.

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- We judge a child to be settled when they have formed a relationship with staff members. The child is also familiar with where things are and is pleased to see other children and participate in activities.
- When parents/guardians 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 may still need the support of parent/carers and staff at this time.
- We do not believe that leaving a child to cry will help them to settle any quicker and there are always staff on hand to help with such situations. We believe that a child's distress will prevent them from learning and gaining the best from setting. Our very experienced and supportive staff will comfort children that are distressed at being left by their parents/guardians and children are never left to cry. If the staff feel a child is distressed and not settling then they would telephone the parents/guardians.
- We reserve the right not to accept a child into the setting without a parent/guardian or carer if the child finds it distressing to be left. This is especially the case with very young children.

The Early Birds Pre-School Committee approved this policy on

Date 13th June 2019

Signed on behalf of the Management Committee

Karen Vernon-Smith



Role of Signatory

Chair