

## SETTLING IN POLICY

### **Statement of intent**

We want children to feel safe, stimulated and happy 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 facility a welcome 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, we use a variety of ways to provide his/her parents with information. These include written information (including our prospectus and policies), displays about pre-school activities, information days and evenings 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.
- We 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 work with his/her parents to decide on the best way to help the child to settle in.
- We allocate a key person to each child and his/her family, before she/he starts to attend; the key person welcomes and looks after the child and his/her parents at the child's first session.
- We use pre-start visits and the first session at which a child attends to explain and complete with his/her parents the child's registration records.
- Within the first four weeks of starting we discuss and work with the child's parents to create their child's record of achievement.