

Settling in Policy & Procedures

At Stalbridge pre-school we aim to make all childrens and their parents/carers experience of joining our setting a positive one, offering a welcoming environment that allow both children and parents to feel comfortable, to enable us to achieve this we will:

Children:

- Plan open sessions to invite children on our waiting list to come and visit pre-school, to become familiar with the surroundings and staff.
- Welcome visits from children and parents who are considering joining the setting.
- Allocate a key worker who can begin forming a relationship with key children prior to them joining the pre-school.
- Provide a safe, secure, and stimulating environment that children will feel comfortable in and want to explore.

Parents/carers:

- Allocate their children a key worker prior to attending any open sessions or visits, they will speak to the parents/carers about any concerns they may have, this will help to build good relationships and form a strong basis for working in partnership with parents.
- Encourage parents to drop in for short visits to help familiarise their child with the pre-school environment and routines.
- Understand that parents will be anxious when first leaving their children and aim to support them through this.
- Respond to the wishes of parents when first bringing their children to pre-school, understanding that they may wish to stay for the first day and supporting them to make the separation.
- Reassure parents if their child was upset on arrival that their child has settled by a text message or phone call or let them know they are welcome to contact us for an update.
- Reassure parents that if their child is distressed we will contact them to return for the remainder of the session and if it is felt appropriate will suggest that parents leave children for shorter lengths of time, building up to a full session.
- Give parents a prospectus and registration forms prior to joining the pre-school so that they can familiarise themselves with how the setting operates and what may be expected of them.

This Policy was adopted at a committee meeting on:

Signed:

Role:

