



Isleham Preschool

3a Malting Lane Isleham Ely Cambs CB7 5RZ

2018 Version

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 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

- Prior to a child starting the setting parents/carers will receive a welcome pack containing information about the pre-school, including our prospectus and details of the setting's policies which are also available on our website, www.iufa.org.uk.
- During the half term before a child is enrolled, we provide opportunities for the child and his/her parents to visit the setting.
- We allocate a key person to each child and inform his/her family before they start. The name of the key worker will be in the welcome pack
- When a child starts to attend, a member of staff will explain the process of settling-in with his/her parents and jointly decide on the best way to help the child to settle into the setting.
- Parents/Carers are welcome to stay, 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.
- We judge a child to be settled when they have formed relationships with the staff and their peers. The child is also familiar with where things are and participates in activities.
- When parents/carers leave, we ask them to say goodbye to their child and explain that they will be coming back, and when.
- We do not believe that leaving a child to cry will help them to settle any quicker. We believe that a child's distress will prevent them from learning and gaining the best from the setting.

This policy was reviewed at a meeting of the Pre-School Committee on.....

Signed by the Chairpersons.....Date.....