

Naunton Park Pre-School Playgroup



Settling in Pre-School Policy

Policy Statement

We believe that children settle best when they have a key person to whom they can relate, who knows them and their parents well, and who can meet their individual needs. Research shows that a key person approach benefits the child, the parents, the staff and the setting by providing secure relationships in which children thrive, parents have confidence, staff are committed and the setting is a happy and dedicated place to attend or in which to work.

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 playgroup.

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.

Procedures

- Before a child starts to attend the setting, we use a variety of ways to provide his/her parents with information. These include written information (including our prospectus and policies), displays about activities available within the setting, pre-start visits and if required 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 the setting.
- We use pre-start visits to explain and complete with his/her parents the child registration records. We issue a communication passport for the parents to complete before starting playgroup.
- When a child starts to attend, we explain the process of settling-in to his/her parents and jointly decide on the best way to help the child to settle into the setting.
- We have an expectation that the parent, carer or close relative may wish 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.
- We judge a child to be settled when they have formed a relationship with their key person and other members of staff in the setting; 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.
- When parents 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.
- 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 policy was adopted at a meeting of Naunton Park Pre-School Playgroup

Held on

Signed on behalf of the playgroup.....

Office.....

To be reviewed	Reviewed by	Office	Signature	Date