



Berrynarbor Pre-school
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Settling in Policy

Statement of intent

We want your child to feel safe and happy in the absence of their parents, and to recognise other adults as a source of authority, help and friendship and to be able to share with their parents afterward their new learning experiences enjoyed in the preschool.

We also want parents to feel welcome and involved from the beginning.

So that we may achieve this, our aim is to build constructive relationships with parents in the following ways:

Aim

- By creating opportunities for the exchange of information, using among other resources a copy of the preschool prospectus or leaflet. Information about open days and evenings for individual meetings with parents.
- Settling in policy and procedures, preschool routine and an assessment of registration form for the parents to fill in and return to us with their child, when they start preschool.
- By encouraging parents to visit the preschool with their children during the weeks before an admission is planned for a show around.
- By reassuring parents whose children seem to be taking a long time settling into the preschool, bringing in new strategies in accordance with our procedures quickly to help with settling in, when appropriate, a transitional object can be brought in from home. Pictures of the day spent can be sent home with the child or with permission via an app.
- By giving parents a daily verbal report at the end of each session covering the child's progress.

Procedures

After the initial visit, the parent is encouraged to talk about coming to the setting, having an optional uniform and a peg where they can hang their coats and belongings this will make them feel they have a place at the setting.

A photo of themselves on the wall above their coats will make them feel valued. And encourage name recognition.

- Our procedure would be for you to say goodbye to your child at the preschool front door and for you to wait (in your car or by the preschool) for a short period until the child becomes familiar with the surroundings, and then for you to leave after visual or verbal confirmation.
- Staff will be ready to take over from you with reassurances that we would phone you if we were unable to settle your child. The parent is encouraged to ring us in half an hour for an update and reassurance.
- Great efforts would be made to distract or interest the child in what is going on and being supported to for as long as is needed.
- We understand that children need to share their feelings, so we need to explain that it is alright to have a cry and it is alright to be sad. Leaving mummy or daddy is extremely hard to start with, but they are coming back to pick them up.
- If your child continues to be distressed coming into preschool we will get together and discuss the best way forward. It may be better for us to use the telephone rather than talk in front of your child.
- We may invite you to stay with your child for a period until they are familiar with the surroundings, and then to leave when all seems well.

- We may suggest you return to preschool earlier to collect your child and then each day extend the length of time.
- In some circumstances, perhaps a friend could drop your child to the setting so that 'goodbyes' can be said in the privacy of your home.

Children cannot play or learn successfully if they are anxious and unhappy. Our settling in procedures aim to help parents and children feel comfortable in the preschool and help to ensure that the child can benefit from their time at preschool, confident in the knowledge that their parents will return to collect them at the end of the session.

All staff will greet the children on arrival, so they are acknowledged and valued as part of the team.

Each child will have a learning journey and all information on progress will be written in as observation. Children have the freedom of the outside and inside environment at all sessions. Children are monitored and observed. Planning and evaluation are regularly done to inform us of the 'next step' in learning is achieved.

Children who need extra help, outside agencies are sought with the parents to ensure children's individual needs are met. (See the Additional needs policy)

Early Years Foundation Stage Guidance is used to assist planning and development needs.

This policy was adopted at a meeting of Berrynarbor Preschool held on 06/06/2007
This policy was review and revised on 24/08/23

Signed on behalf of the preschool.....Date.....