

Settling-In Policy and Procedure

Statement of Intent

Little Acorns Pre School strives to ensure children feel safe, stimulated and happy in the setting. That parents and children feel comfortable with staff; particularly the child's key person. We want parents to have confidence in both their children's well-being and take an active role as a partner of the Pre-School.

Aim

We aim to make sure that settling-in is a positive experience with consideration given to every individual child and their family. We aim to make the Pre-School a welcome place where children settle quickly and easily.

Policy

- Before a child starts attending Little Acorns Pre-School, we use a variety of ways to provide their family with information. These include written information including the prospectus and registration form. Families are invited to visit the setting prior to starting.
- When a child starts Pre-School we will work with the family to decide the best way to settle the child in.
- We will allocate a key person to each child and their family before they start to attend; the key person welcomes and looks after the child and their family during the settling in process.
- We will offer home visits which will be carried out by the Pre-School Manager and child's allocated key person.
- The home visits will normally only consist of one visit. However, if necessary more home-visits will be made. During this visit the key person will get to know the child whilst the manager will discuss any questions the family may have regarding Pre-School.
- There is no limit to the length of time settling-in will take place. Every case is acted on individually.
- Children are provided with a learning journey, which parents are encouraged to add to. An 'All About me tree' is in the learning journey to complete. This assists with settling children.

Procedure

- Parents are contacted via letter to invite them and their child to settle into Pre-School
- Family and child are introduced to the Pre-School staff and the child's key person (see key person policy)
- The key person will play with the child whilst discussing with parents any useful information; for example child's likes and dislikes
- The key person will discuss with the parent the way best suited to the child and family regarding settling in. Parents are invited to make the choice whether to stay or leave the child and for how long
- The key person will check the child's registration form has been completed and emergency contact details are still up to date.

- The key person will ensure the child is given an induction form to be completed by parents and returned to Pre-School. The child will be given a book bag, Learning Journey profile and information regarding the Early Years Foundation Stage (EYFS) and the setting

This policy was adopted at a meeting of Little Acorns @ Our Lady & St Oswald's Pre-School held on (Date)..... 21/09/15 27/6/16

Signed on behalf of management committee..... L. Waltham M. Hughes

Role of signatory..... Committee member

To be reviewed..... Summer Term 2016 Summer 2017