



Settling In Policy

Colerne Preschool Ltd

Statement of Intent

As childcare providers, we have a duty to protect children and to keep them safe from harm. At all times, the welfare of the child is paramount (see our Safeguarding Children Policy).

The staff at Colerne preschool want:

- the children to feel happy and safe in the absence of their parents/guardian.
- the children to recognise other adults as a source of friendship, help and authority;
- the children to be able to share with their parents/guardians their new learning experiences enjoyed at preschool; and
- the parents/guardians to have confidence in both their children's well-being and their role as active partners with the preschool

Aims

- We believe that children cannot play or learn successfully if they are anxious and unhappy.
- We aim to help parents to help their children feel comfortable in Preschool, so that they benefit from what it has to offer, and to be confident that their parents/guardians/carers will return at the end of the session.
- We aim to make Preschool a welcome place where children settle quickly and easily because consideration has been given to the individual needs and circumstances of children and their families.
- Children will be assigned a keyperson to support them whilst they are at preschool.

Methods

- Before a child starts to attend the Preschool, we require a fully completed registration pack giving detailed personal details about the child and their family also any additional relevant information. We need to see proof of date of birth, red heath book and a £25 non-refundable deposit for processing.
- Parents and carers of children at Preschool must agree to abide by our policies and procedures;
- We encourage parents/guardians to visit the Preschool with their children during the weeks before an admission is planned to see what we do here at preschool and the things we offer. We offer a one hour settling in session or two ½ hour sessions.
- When a child starts to attend, we work with the parents/guardians to decide on the best way to help the child settle into the Preschool.

These include: -

- Supporting and reassuring parents/guardians.
- Encouraging parents/guardians, where appropriate, to separate from their children for brief periods of time at first, gradually building up to longer absences.
- Giving positive feedback to parents to talk about at home.
- Completing an 'All about me' form, which includes the child's likes and dislikes.

Cross Reference:

Please also refer to:

Admissions Policy, Confidentiality Procedure, Curriculum Policy, Equality and Diversity Policy, Parental Involvement Policy, Safeguarding Children Policy, Special Educational Needs Policy.

This policy was adopted by Colerne Preschool Limited in July 2021