

# WHITLEY LODGE UNDER FIVES

## Settling in Pre-school Policy

### Statement of intent

We want children to feel safe, stimulated and happy in the pre-school 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 pre-school.

Reference: Epidemic and Pandemic Policy (Covid-19), Safe Operating Procedures, Covid-19 Parental Agreement, Covid-19 Risk Assessment

### Aim

We aim to make the pre-school 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.

### Methods

- Before a child starts to attend the pre-school, we use a variety of ways to provide his/her parents with information. These include written information (including our Welcome Pack), displays about pre-school activities, information days and evenings and individual meetings with parents.
- It is helpful if the parent/carer can bring the child to visit pre-school prior to admission. This is usually done by means of attending our Open afternoon.
- When a child starts to attend, we work with his/her parents to decide on the best way to help the child to settle into the pre-school.
- We operate a flexible settling in process, where parents/carers are welcome to stay with their child until both parent and child are happy for them to leave, sometimes leaving for short spells initially. We also understand that for some parents/carers other commitments make this gradual settling process impossible and for some children it will not be necessary.
- Where children are finding settling in difficult we advise parents to leave a comforter or favourite toy for the child.
- Registration forms, collection forms and 'All about me' are completed and returned 2 weeks prior to a child starting enabling staff to familiarise themselves with the child's needs.

This policy was read and understood by all staff.

Carol Shields.....  
Lucy Brown.....  
Helen Graham-Potts.....  
Jayne Pronk.....  
Amy Kennedy.....

Staff meeting date.....2/9/21.....

To be revised September 2022