

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.

Aim

We aim to make the pre-school 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.

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 our 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 our pre-school prior to admission to enable both the parent/carer and the child to be introduced to the staff, be shown around the indoor and outdoor environment and have the opportunity to ask any questions that they may have. 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 always advise that the parent/ carer says goodbye to their child at drop off, explain to the child where they are going and that they will return for them.
- 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 and interests.

This policy was read and understood by all staff.

Carol Shields.....
Joanne Cameron.....
Helen Graham-Potts.....
Jayne Pronk.....
Amy Kennedy.....

Staff meeting date- 4th September 2023

To be revised September 2024