



## **Settling In Policy**

We believe that in order to feel securely settled and ready to learn, children need to form attachments with the adults who care for them, primarily a key person, but others too. We understand that all children have different needs and will settle into the pre-school at their own pace. We want parents to feel confident with the care we provide for their children. We aim to work with parents to ensure that a child feels happy and secure.

We will provide as much information about Lavington Pre-school for parents as possible. We encourage the family to visit the setting during the term before their child starts at pre-school. During this time the role of the keyperson will be fully explained to parents/carers and once the child has started to attend Pre-school their Keyperson will be allocated and the parent/carer will be notified and a photo of their child's keyperson will be supplied.

We will help parents to complete any of the necessary enrolment forms if required.

We offer as many settling in sessions as required where the parent/carer are invited to stay in pre-school with their child gradually increasing the time that the child is left alone in the setting as their confidence grows.

We will support a child during this period with known strategies for settling. If these fail, we will seek support and advice from outside agencies.

We will work with parents/carers to determine the best strategies to help their child settle. If a child becomes distressed and cannot be comforted by staff, we will call the parent/carer to return. If a child is distressed when a parent/carer leaves the setting we will telephone them to let them know when their child has settled. We ask parents to ensure that they, or a family member are contactable within the first few weeks of a child starting pre-school. When parents leave, we ask them to say goodbye to their child and explain that they will be coming back. We acknowledge the feelings of the child, if they are upset or concerned, supporting positive behaviour strategies.

We reserve the right not to accept a child into the setting without a parent/carer if the child finds it distressing to be left. This is especially the case with very young children.

Parent/carers will be offered a Settling in meeting with their Keyperson after 4 – 6 weeks of their child starting at Pre-school.

For children for whom English is an additional language the settling in stage may take longer as the child is dependant on the parent to make sense of what is going on. If the parent does not speak English, we will try to find someone with the ability to translate to help with settling in.

With the parent a list of key words in the child's home language will be made to help the child with understanding key instructions.

The Manager and Chairperson are responsible for monitoring and evaluating the policy.

Reviewing the Settling In Policy: The Chairperson is responsible for overseeing the annual review.

**The Lavington Pre-school Settling In Policy was adopted on:**

**Date:** ..... **Signed:** .....

**Name:** ..... **Post:** .....

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