

Settling In Pre-school Policy

Statement of intent

We (The Management) 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 welcome place where children settle quickly and easily because consideration has been given to the individual needs and circumstances of children and their families.

Method:

1. 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 and policies) and individual meetings with parents.
2. Before a child starts at Little Sunbeams, we provide opportunities for the child and his/her parents to visit the pre-school
3. When a child starts at Little Sunbeams, we decide with his/her parents the best way to help the child to settle into the pre-school
4. We allocate a keyperson to each child and his/her family, before she/he starts to attend; the keyperson welcomes and looks after the child and his/her parents during the settling-in period and throughout the child's time with us
5. We use pre-start visits and the first session at which a child attends to explain and complete with his/her parents the child's registration record
6. We ask parents/carers to complete a 'starting points' document when a child joins us to enable us to assess where a child is at, with regard to specific areas of their development.

Version	Changes made	Author	Date
1.0	Baseline version	Lyn D	31 st Dec 2015
1.1	6) reference to recently implemented Starting Points	Lyn D	9 th Aug 2016
1.1	Reviewed, no changes made	Lyn D	2 nd Aug 2017
1.1	Reviewed, no changes made	Lyn D	18 th March 2020
1.2	Method 1) removed reference to displays of activities	Lyn D	4 th May 2020