

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 their parents to visit the pre-school and each child must attend a one hour stay and play session accompanied an adult prior to starting.
3. When a child starts at Little Sunbeams, we decide with their parents the best way to help the child to settle into the pre-school
4. We allocate a keyperson to each child and their family, before they start to attend; the keyperson welcomes and looks after the child and their parents during the settling-in period and throughout the child's time with us
5. A child's registration documents must be completed and handed in at least 24 hours prior to a child starting.
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.
7. We respect the fact that parents/carers are a safety blanket for their child and when a child is upset at being left, we empathise with them and recognise that their comfort has been taken away. We refrain from telling a child that they are ok, as in their little mind they clearly are not ok, and tend to use phrases such as 'I know you are sad because...' etc to show them that we understand why they are feeling the way that they do.

| 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 |
| 1.3 | Method 2) amended to reflect our newly implemented one hour stay and play sessions | Lyn | 28 th Sept 2022 |
| 1.3 | Reviewed, no changes made | Lyn | 20 th Jan 2025 |
| 1.4 | Added 7) statement relating to empathy of feelings | Lyn | 22 nd Nov 2025 |