



## 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 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 prospectus and policies), displays about pre-school activities, Operational plan, Website and email, information days and evenings and individual meetings with parents.
- During the half-term before a child is enrolled, we provide opportunities for the child and his/her parents to visit the pre-school.
- We can offer a home visit if deemed necessary. The staff member who will be the child's key person, will do the visit alongside the pre-school leader and ensure all relevant information about the child can be made known. A parent can request a home visit.
- When a child starts to attend, we work with his/her parents/carers to decide on the best way to help the child to settle into the pre-school.
- We allocate a key person to each child and his/her family, before she/he starts to attend; the key person welcomes and looks after the child and his/her parents at the child's first session and supports the child throughout their time with us.
- 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 records.
- Within the first six weeks of starting we discuss and work with the child's parents to create their child's record of achievement.

This policy was adopted at a meeting of Abbotsham and Alwington Pre-school

Held on (date) \_\_\_\_\_

Signed on behalf of the Pre-school \_\_\_\_\_

All policies are reread at least annually, updated if necessary, and signed at our Annual General Meeting.