

STOWUPLAND PRE-SCHOOL AND THE MIGHTY OAKS

Settling in policy

Statement of intent

We want children to feel safe, stimulated and happy in the setting 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 setting.

Aim

We aim to make the setting 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 setting, we use a variety of ways to provide his/her parents with information. These include written information (including our prospectus and policies), displays about setting activities, a setting visit and an individual meeting with parents when required.
- During the half-term before a child is enrolled, we provide opportunities for the child and his/her parents to visit the setting.
- 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 setting.
- We allocate a key person to each child and his/her family, the key person welcomes and looks after the child and his/her parents at the child's first session when possible.
- Parents and children are invited to an information/play morning prior to starting. Parents are given the registration and permission forms to complete and return to the setting before their start date.
- Within the first four weeks of starting we inform parents of how their child is settling in at the setting.

This policy was adopted at an AGM of Stowupland Pre-School and The Mighty Oaks

Held on (date) Review Date

Signed on behalf of the Pre-School (Chairperson).....