

Settling in Policy

Introduction

At Little Stars Pre-school we want children to feel safe and happy in the absence of their parents; to recognise other adults as a source of security, comfort, authority, help and friendship and to be able to share with parents afterwards the new experiences enjoyed in the setting.

We also want parents to have confidence in both their children's well being and their role as active partners within the Pre-school.

Children cannot settle, play or learn successfully if they are anxious and unhappy. Our settling in procedures aim to enable parents to help their children to feel comfortable, to benefit from what the Pre-school has to offer, and to be confident and assured that their parents will return at the end of the session.

Purpose

This document is intended to set out the policies and procedures that Little Stars Pre-school will use to enable new children to settle into the Pre-school

Before Admission

We will:

- Make clear to families from the outset that they will be supported in the setting for as long as it takes for their child to feel settled and if necessary, defer the child's entry to a later term if it is in the child's best interest.
- Encourage parents to visit the Pre-school with their child during the weeks before admission is planned.
- Allocate the child's Key Worker who will be responsible for the induction of the family and for settling the child into our setting. The Key Worker offers unconditional regard for the child and is non-judgemental. We may also offer a home visit by the Key Worker to ensure all relevant information about the child can be made known.

Admission arrangements

- As an Equal Opportunities Pre-school we will introduce flexible admission procedures, where appropriate, to meet the needs of individual children.
- Ensure that extra staff are available to help settle the children into the Pre-school on their first days and to reassure parents and deal with any queries or concerns. If there is a large

number of new children attending on any given day, we will introduce them with their families into the group on a staggered basis, for example two, three or four new children a day over a week rather than eight new children all at once.

Settling in methods

To help children to settle we will:

- Treat each child's ability to settle in individually and in close co-operation with parents.
 - Where appropriate we may advise parents to separate from their children for brief periods at first, gradually building up to longer absences.
 - If the child settles quickly and the parent wishes to leave for longer, we will ask them to remain within easy reach of the Pre-school (for instance in the foyer of the church where they can be fetched quickly if their child becomes distressed) and to leave their telephone contact details.
- Allow children to bring a small toy from home for a while if it enables the child to settle easier. (However, the use of dummies/pacifiers is not actively encouraged.)
- Ensure that we are aware of any special medical or dietary requirements of the children and take note of the information provided by parents about their children in the Pre-school registration documents and 'All about me' forms.

For children who struggle to settle, it may be beneficial to have Home visits to enable the child and Key Worker to form a positive relationship and get to know each other better whilst in a secure environment.

Review / Version Control				
Review period - 3 years				
Version	Created	Reviewed	Initials	Changes
Settling in Policy (v1.0)	03/2020		DH AP	
		10/2020	DH AP	No changes
		10/2021	DH AP	No changes
Settling in Policy - Oct24 – v1.1	10/2024		DH AP	Changed template and version control. Minor changes to wording