



SETTLING IN PROCEDURES

Parents/carers are invited to bring their children in to the group prior to their child's admission to the Pre-School. During this time the parent will be invited to leave their child in the care of the Pre-School for a short time.

Information about the Pre-School will be given to the parents, both verbally and in written form and they should be encouraged to familiarise themselves with the Pre-School's policies and procedures.

All families and children will be offered a home visit and induction sessions prior to their start date.

Staff will be sympathetic to the anxieties shown by parents ensuring they spend time with the parents and children to reassure them, and gain their confidence.

The Pre-School will operate an open door policy where parents are able to settle their child for as long as they feel necessary. We will respect diversity.

Strategies for leaving the children will be discussed with the key person.

A key person will be allotted to the child in order to build secure attachments, (please see Key Person Policy).

Parents are advised to prepare their child and themselves in the following way:

- Read stories relating to starting school or Pre-School
- Talk about the event in a positive way
- During the first week arrive approximately 15 minutes after the start of the session and be available to collect the child 15 minutes before the end of the session.



- Avoid triggers of early morning stress by making sure you have plenty of time to get ready, have breakfast and walk/drive to the group in a relaxed manner.
- Ensure that you are available during the first week (possibly longer) to spend time with your child at the Pre-School, or be available to return should your child become distressed.

When leaving the setting

- Do not hesitate when saying goodbye. If your child sees you are worried or hesitant they may react to your negative vibes.
- Always leave your child with a member of staff/key person.
- Never sneak out, always say goodbye and tell them that you will see them later. Leave something important for them to look after while you are away e.g. your bag or coat.
- Ensure that the Pre-School has the correct number if you are not returning home. (Please notify the group of any change of numbers).