



Settling in Pre-school Policy

A unique child	Positive Relationships	Enabling Environments	Learning and Development
1.2 Inclusive practice 1.4 Health and well-being	2.1 Respecting each other 2.2 Parents as partners 2.4 Key person	3.2 Supporting every child	4.4 Areas of learning and development

Statement

We want children to feel safe, stimulated and happy in The Village Pre-school E17 and to feel secure and comfortable with staff.

We also want parents/carers to have confidence in both their children's wellbeing and their role as active partners with the pre-school.

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

Before a child starts to attend the pre-school, we use a variety of ways to provide his/her parents/carers with information.

These include written information (including access to our handbook and policies), displays about pre-school activities, and individual meetings with parents/carers.

Prior to starting, we provide opportunities for the child and his/her parents/carers to visit the pre-school.

On a child's first day at pre-school, we follow an induction process to inform parents/carers and guardians of all aspects of the pre-school and answer any questions

they may have about the pre-school. Parents/carers are also required to stay with their child on their first day.

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, when she/he starts to attend; the key person welcomes and looks after the child and his/her parents/carers at the child's first session.

We use pre-start visits and the first session at which a child attends to explain and complete with his/her parents/carers the child's registration records.

The amount of time taken for a child to settle in will depend on the child's needs.