

Settling In Policy

- The Pre-school staff will work in partnership with parents/carers to settle the child into the Pre-school environment.
- A visit to Pre-school will be arranged so that the child can familiarise him/herself with the pre-school, meet his key-person and the other staff members.
- The child's key person will have special responsibility in settling the child and liaising with parents/carers.
- During the first few weeks parents/carers may stay with their child for sufficient time so that the child feels settled and the parent/carer feels comfortable about leaving him or her.
- For the first few sessions parents/carers may wish to collect their child early or return early and stay with their child for the remainder of the session.
- Families will be supported in the pre-school for as long as it takes to settle their child there.
- No child will be taken on a local outing away from Pre-school until he or she is completely settled.

We want the children to feel safe and happy in the absence of their parents, to recognise other adults as a source of authority, help and friendship and to be able to share with their parents/carers afterwards the new learning experiences enjoyed in the pre-school.

Signed..... (Manager) Dated.....

Signed..... (Chairperson) Dated.....

Date of next review.....