

WINTON PRE-SCHOOL

SETTLING IN PRE-SCHOOL – POLICY AND PROCEDURE

The Pre-school wants children to feel safe and happy in the absence of their parents/carers, 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.

In order to accomplish this, we will:

- Encourage parents/carers to visit the Pre-school with their children during the weeks before an admission is planned.
- If necessary arrange for the Pre-school Supervisor and/or key worker to visit the family at home, in order to gain more insight into the child's background and needs and allow the child to become familiar with Pre-school adults.
- Have as flexible admission procedures, if appropriate, to meet the needs of individual families and children.
- Make clear to families from the outset that they will be supported in the Pre-school for as long as it takes to settle their child there.
- Reassure parents/carers whose children seem to be taking a long time settling into the Pre-school.
- Try to introduce new families into the group on a staggered basis, for example two new children a day for a week rather than 10 new children all at once.
- Encourage parents/carers, where appropriate to separate from their children for brief periods at first, gradually building up to longer absences.

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

Signed on behalf of Winton Pre-School.....

Name of Signatory.....

Role of Signatory.....Date...../...../.....

This policy will be reviewed in September 2019