

Herstmonceux Pre School

SETTLING IN POLICY

Before the children are due to start our Pre School, we will visit them at home and take with us 'Flopsy' our toy rabbit.

We will explain to the parents/carers and children all about the Pre Schools daily routine, the types of activities, food and drinks offered, the key person system we have in place and we find it provides an ideal opportunity for parents/carers to discuss their child away in the comfort of their home surroundings. In addition to 'Flopsy' we take along a photographic account of the building, some of the routine activities plus much more—the children love looking at these with their parents. A photograph of the child and Flopsy is taken and this is printed and put into their folder, to look at with staff when they start.

In addition, parents will be given copies of the policies and procedures which include; the complaints procedure, details for contacting Ofsted, procedure to be followed in the event of a parent failing to collect a child at the appointed time, the procedure to be followed in the event of a child going missing. Parents will be given the registration and contract form to complete so that the Pre School will have the necessary legal information, for example, emergency contact numbers, special dietary requirements, special health requirements and who has legal contact with the child; and who has parental responsibility for the child.

Following the home visit, and confirmation of sessions required, we arrange a visit to the Pre School and introduce the child and parents to their child's key person. This visit gives the child and parent the chance to 'see' what we do and how it looks, play with some toys and peers and talk about any problems, worries or requests they may have for their child.

This is an ideal opportunity for us to show parents our assessment and recording system and talk about the Early Years Foundation Stage framework-EYFS.

Generally, we take new children at the beginning of the school year, in September, but new starters are welcome throughout the year if spaces are available.

Staff will ensure that every child is welcomed into the group at the beginning of the session; where appropriate a child will be taken from the parent/carer to ease the settling in progress. If this is not acceptable and/or the child needs some initial support, the parent/carer will be invited to stay with the child until a suitable time at which point the staff will intervene. The parent/carer will be contacted, if a child continues to experience trauma after a reasonable period of time, by the mobile telephone.

We recognise that every child is *unique* and consequently there are no hard and fast rules regarding settling in - we tailor make this period to best meet each child's needs.

By visiting children in their homes and reading the Getting To Know You forms parents/carers kindly complete for us, we are able to put provide 'key' favourite toys for the children to enjoy when they first start at our Pre School. In this way, we find, it helps to build up their confidence through familiarity with the toys they particularly enjoy.

We also encourage children to help look after each other where possible; we encourage the older children to become a 'best buddy' to the younger/new children by sharing a game with them, showing them where the name card box is etc. This in turn gives these children extra confidence and sense of worth.

This policy has been adopted by Herstmonceux Pre School on 31/8/08

Signed by Proprietor/Manager **Mrs K. Hathaway**

Review date:

By Whom:

Comments:

Review date:

By Whom:

Comments: