

Rougham Acorns Pre-School and Woodlands Extended Care

Settling in policy

We want children to feel safe, stimulated and happy in the setting and to feel secure and comfortable with staff. We also want parents to have confidence in both their children's well being and their role as active partners with the setting.

Aim

We aim to make the setting 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.

Methods

- Before a child starts to attend the setting, we use a variety of ways to provide their parents with information. These include written information, displays about activities available within the setting, information days and evenings and individual meetings with parents.
- During the term before a child is enrolled, we provide opportunities for the child and their parents to visit the setting.
- We allocate a key person to each child. The key person welcomes and looks after the child and their parents at the child's first session and during the settling in process.
- We use pre-start visits and the first session at which a child attends to explain and complete with their parents the child's registration records.
- When a child starts to attend, we explain the process of settling in with their parents and jointly decide on the best way to help the child to settle into the setting.
- We have an expectation that the parent, carer or close relative, will stay for most of the session during the first week, gradually taking time away from their child increasing this as and when the child is able to cope.
- Younger children will take longer to settle in, as will children who have not previously spent time away from home. Children who have had a period of absence may also need their parent to be on hand to re-settle them.
- We judge a child to be settled when they have formed a relationship with their key worker: for example the child looks for the key person when they arrive,

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goes to them for comfort, and seems please to be with them. The child is also familiar with where things are and is pleased to see other children and participate in activities.

- When parents leave, we ask them to say goodbye to their child and explain that they will be coming back, and when.
- We recognise that some children will settle more readily than others but that some children will appear to settle rapidly are not ready to be left, so we expect that the parent will honour the commitment to stay for a short while in the first week.
- We do not believe that leaving a child to cry will help them to settle any quicker. We believe that a child's distress will prevent them from learning and gaining the best from the setting.
- We reserve the right not to accept a child into the setting without a parent or carer. The child finds it distressing to be left. This is especially the case with very young children.

This Policy will be reviewed annually Next Review date.....

This policy was adopted on

Signed.....Chair

Signed.....Manager