



Settling In Policy

We want 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 afterwards the new learning experiences enjoyed in the Playschool.

In order to accomplish this we will:

- Provide parents with as much information as possible about Playschool via our Welcome Pack, so that they can use this information to help prepare their child for their arrival at Playschool. We also hold a New Parents Evening for parents to meet staff, other parents and to ask any questions they might have.
- Give each child a Welcome Booklet which explains in a child-friendly way a typical Playschool session and also contains photographs of the staff they will meet. The booklet allows parents to explain to their child what Playschool is like prior to the child joining and help parents deal with any worries or concerns their child may have.
- Encourage parents to visit the Playschool with their children during the weeks before an admission is planned. We do not routinely offer home visits but can arrange a visit if a parent feels it would be beneficial.
- Ask parents to complete, with their child, an “All About Me” sheet and “All About My Child” sheet which will inform the staff about the child’s likes and dislikes, favourite toys etc. and methods of comfort most acceptable to the child, plus a typical week sheet to enable staff to talk to children about their activities outside of Playschool. This will form part of the Learning Journey file which records children’s progress. This is in addition to the registration form which is completed on acceptance of the child’s place.
- Ensure that all our policies are accessible on our website, details of which are in the Welcome Pack. Paper copies are also kept on-site.
- Make clear to families from the outset that they will be supported in the Playschool for as long as it takes to settle their child there. We will work with parents to decide the best way to settle their child as every child is different.
- Reassure parents whose children seem to be taking a long time settling into the Playschool.
- Encourage parents, where appropriate, to separate from their children for brief periods at first, gradually building up to longer absences.
- Ensure that the child’s designated keyworker provides feedback to the parents on how their child is settling in.



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 Playschool, to benefit from what it has to offer and to be confident that their parents will return at the end of the session.

Reviews

This policy is held on the Playschool's Website (www.polesdenlaceyplayschool.co.uk) and in the policy folder in the cloak room. This policy will be reviewed periodically, as and when required.

This policy was adopted at a meeting of the Playschool Committee held on 3rd July 2006 and signed by Rowena Wilson on behalf of the Playschool.

This policy was reviewed and changes agreed at a committee meeting held on:

Date	Signed on behalf of the Playschool
26 th October 2012	Nichola Hooper, Chair of the Committee
22 nd February 2016	Natasha Matthews, Chair of the Committee
18 th January 2018	Natasha Matthews, Chair of the Committee
13 th June 2019	Natasha Matthews, Chair of the Committee
10 th June 2021	Ellie Pragnell, Chair of the Committee