Cambridgeshire County Council



MANEA PRE-SCHOOL

Settling-in policy

At Manea Pre-school we want children to feel safe, stimulated and happy in the setting and to feel secure and comfortable with staff. We also want parent/carers to have confidence in both their children's well being and their role as active partners with the setting.

We aim to make the setting a welcoming 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 parent/carers with information. These include written information (including our welcome pack and where to find our policies) and making them aware of our website.

- During the half term before a child is enrolled, we provide opportunities for the child and their parent/carers to visit the setting. (Please also see our admissions policy)

- We allocate a key person to each child and their family before they start to attend; the key person welcomes and looks after the child during the child's first session and during the settling-in process.

- We use various ways to help a child settle such as ‘All about me’ forms, completed by the parents/carers to understand the child’s needs, likes & dislikes, discussions with the parent/carers during the initial visit and we speak to other settings that the child attends.

- When a child starts to attend, we explain the process of settling-in with their parent/carers and jointly decide on the best way to help the child to settle into the setting.

- We may have an expectation that the parents/carers or close relative, will stay for some or all 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.

- We may have an expectation that the child will stay for a shorter period of time to start with, gradually increasing the session time as the child is more able to cope.

- Younger children may 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/carer to be on hand to re-settle them.

- We judge a child to be settled when they have formed a relationship with their key person; for example the child looks for the key person when they arrive, goes to them for comfort, and seems pleased 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 parent/carers leave, we ask them to say goodbye to their child and explain that they will be coming back, and when.

- 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 gain the best from the setting.

- We reserve the right not to accept a child into the setting without a parent/carer if the child finds it distressing to be left. This is especially the case with very young children.