



## Magdalene Preschool

### Settling In procedure - Policy

All children are unique and the amount of time that a child takes to settle into our setting can vary enormously. Therefore, children will be given time to settle in at their own pace, so to make them feel welcome, safe and confident in a new environment.

Magdalene preschool strongly encourages parents/carers to visit the premises with their children before they are due to start. During this visit we require that the parents/carers concerned both complete and return the Admission Form and other relevant forms and get to know their Key Person.

On their visit day:

Children will be greeted in a warm and friendly manner. They will be introduced to all members of staff and told about any other regular visitors to the setting.

The child will stay and play with the parent/carer while the rules and routines and policies are being explained. The parent/carer are part of the induction process.

Children will become familiarised with our setting's routines and programme of activities in their first few weeks. They will be shown around and have the structure of the session and safety made clear.

Your child may have a staggered start for up to two weeks to begin with.

**Parents/carers must stay with their child until they are settled and comfortable within the setting. We will ask parent/carers to return if children are too upset to play.**

On their first day, children will be introduced to the other children. They will then be encouraged to get to know the other children and settle into the group.

Each child will be assigned a key person, who has special responsibilities to help the child settle in. The key person will help the child become familiar with the setting, feel confident, safe, and cared for. **Our staff are highly experienced and trained in settling in new children – please listen to their advice!**

All staff will supervise new children to ensure that they are happy in their new surroundings. The appropriate level of such supervision will be judged according to the child's age, maturity, needs and previous experiences.

Parent/carers are asked at admission what activities or toys their child enjoys or any key words that would be comforting.

Staff observe on a regular basis how a child is feeling, what activities they enjoy and if they are unhappy about anything.

If it seems that a child is taking a long time to settle in, this will be discussed with their parents/carers at the earliest opportunity. Likewise, if a parent/carer feels that there is a problem during the settling in period, they should raise this with a member of staff. **We will always ask parent/carers to return to preschool if their child is unable to settle and is very upset.**

Staff will always be available to discuss any concerns or other issues with parents/carers regarding their child and their attendance at the setting. If parents/carers wish to meet with the manager, they should make an appointment to come in for a chat.

Parent/carers are able to chat to their child's Key person at the beginning or end of each session.

There are opportunities for individual meetings with your Key person each term.

Signed.....Date.....

On behalf of the management committee