



Clapham Preschool (Bedford)

Our Settling in Policy

Statement of Intent

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

Aim

We aim to make the pre-school 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 pre-school, we use a variety of ways to provide his/her parents/carers with information. These include written information (including our prospectus and policies), displays about pre-school activities, information days and individual meetings with parents.
- During the half term before a child is enrolled, we provide opportunities for the child and his/her parents/carers to visit the pre-school. We also hold an open afternoon during the half term prior to the start date, where parents & children are invited to visit preschool to familiarise themselves with the setting.
- When a child starts to attend, we work with his/her parents/carers to decide on the best way to help the child to settle into the pre-school.
- We allocate a key person to each child and his/her family, before she/he starts to attend; the key person welcomes and looks after the child and his/her parents/carers at the child's first session.
- The keyperson and another member of staff will make a home visit enabling the child to familiarise with adults at preschool and enable the keyperson to complete any paperwork. This enables the keyperson to welcome parent/carers and children into a learning and development environment.
- At the first session we do advise parent/carers to come back a little early before collection time.

This policy was adopted at a meeting of Clapham Preschool held on

Signed on behalf of the pre-school

Reference made to:

Statutory Framework for the Early Years Foundation Stage. September 2014