

Settling in Procedure

The Pre-school aims to give a warm welcome to new children and their families.

Parents are invited to visit Pre-school with their children before starting.

Once a place has been offered parents will be asked to complete an 'Admission's Form' giving information on their child's likes and dislikes, favourite games and toys, position in the family, whether the child has a comforter, if their child uses a special word for the toilet or having a drink. They will also be asked to make note of any relevant medical details. The information contained in this form enables staff to get to know the child at the time of starting.

It might help for parents to produce a small book of photos from home which staff can talk to the child about – i.e. pictures of family, pets, favourite toys, things which are important to the child. Likewise, if the child is finding it hard to settle we will take photos of staff, routines and toys which the child has shown an interest in. We cannot, however, take photos of children within the session as this would break our Confidentiality Policy.

If a child is unsettled when starting Pre-school the parent/carer is encouraged to leave but stay contactable. It may be that initially they will be called to pick up their child early if he/she cannot be consoled. Our aim is to make settling in as stress free as possible for all concerned.

Usually an unsettled child can be distracted by the other children and activities around him/her, but if the child remains unsettled over subsequent sessions, staff will consult with parents on the course of action to be taken. This may include reducing the session times until the child gets used to their new routine.