



# Heatherside Pre-school

## **Settling in Pre-school - Policy and Practice**

We want children to feel safe and happy in the absence of their parents, to recognise the other adults as a source of authority, help and friendship also, to be able to share with their parents afterwards the new learning experiences enjoyed in the pre-school.

To accomplish this, we will:

- Encourage parents to visit the pre-school with their children during the weeks before an admission is planned.
- Arrange for the Pre-school Manager/Supervisor and/or key person to visit the family at home, if required, to gain more insight into the child's background and needs and allow the child to become familiar with pre-school adults.
- Introduce flexible admission procedures, if appropriate, to meet the needs of individual families and children.
- Make clear to families from the outset that they will be supported in the pre-school for as long as it takes to settle their child there.
- Reassure parents whose children seem to be taking a long time to settle into Pre-school. If a child is distressed, we will endeavour to calm them but always contact parents if their child is unable to settle.
- When necessary, introduce new families into the group on a staggered basis.
- Encourage parents, where appropriate, to separate from their children for brief periods at first, gradually building up to longer absences.
- We will help parents to complete their registration forms if they need guidance.

Children cannot play or learn successfully if they are anxious or unhappy. Our settling in procedures aim to help parents to help their children to feel comfortable in the Pre-school, to benefit from what it has to offer, and to be confident that their parents will return at the end of the session.

\*Due to COVID-19 we have had to adjust this policy. Parents drop their child to us from outside the building, they no longer bring their child into the ROOMS or HALLS

**Reviewed & re-agreed at AGM held 29th September 2020 Chair Jo Griffin**

**Reviewed & re-agreed at AGM held 07th October 2022 Chair Alex Constantine**

**Reviewed & re-agreed at AGM held 20th October 2023 Chair Alex Constantine**