



## 5- Settling in Policy

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

In order to accomplish this, we aim to create a partnership with parents in the following ways:

By creating opportunities for the exchange of information, using among other resources a copy of the Pre-School's Prospectus and a shared approach to the registration form.

By ensuring plentiful opportunities for parents to inform the Pre-School about their children's current achievements and interests.

By encouraging parents to visit the Pre-School with their children during the weeks before an admission is planned (During this Pandemic this has been suspended until further notice)

In certain circumstances Pre-School staff may offer to arrange a home visit in order to gain more insight into the child's background needs and to allow the child and family to become more familiar with Pre-School and staff. (During this Pandemic this has been suspended until further notice)

By introducing flexible admission procedures, if appropriate, to meet the needs of individual families and children.

By making it clear to families from the outset that they will be welcome and supported in the Pre-School for as long as it takes their child to settle in.

By re-assuring parents whose children seem to be taking a long time settling into the Pre-School.

By introducing new families into the group on a staggered basis, for example two new children a day for a week rather than 10 new children all at once.

By encouraging parents, where appropriate, to separate from their children for brief periods at first, gradually increasing to longer absences.

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

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

Within the first four to six weeks of starting, We discuss and work with the child's parents to begin to create their child's record of achievement.

For reasons of Safeguarding and privacy we ask parents **not** to watch the children playing outside through the Cafe or other windows. Settling children into a new environment can be very scary for the children and we ask for your cooperation in allowing the children to take their time to do this.



Settling in procedures have been adapted due to COVID-19 restrictions. We are allowing new children to stay for a limited time, depending on each child. These are temporary measures which will be continuously reviewed. Parents are always kept informed.

**This policy was agreed at an Under 5s AGM meeting held on 17th November 2025. (Date)**

Signed on behalf of the preschool...

(Chair)