



Little Pips Pre-School
At the Camden Centre

Care and Education for 2-5 year Olds

Settling in Policy

At Little Pips Pre-School we want children to feel safe, stimulated and happy within the setting and to feel secure and comfortable with all staff. We also want parents to have confidence in their child's wellbeing and their role as an active partner within our setting. At Little Pips we aim to support parents and carers to help their children settle quickly and easily by giving consideration to the individual needs and circumstances of each child and their families.

Little Pips staff will work in partnership with parents to settle their child into the pre-school environment by:

- Encouraging the parents and children to visit the pre-school during the weeks before an admission is planned
- Planning settling in visits (lasting approximately 1-2 hours). These will be provided free of charge over a one or two week period dependent on individual needs.
- Welcoming parents to stay with their child during the first few sessions until the child feels settled and the parents feel comfortable about leaving their child. Settling in sessions are key to a smooth transition and to ensure good communication and information sharing between staff and parents.
- Reassuring parents whose children seem to be taking a long time settling in to pre-school.
- Encouraging parents, where appropriate, to separate themselves from their child for brief periods at first, gradually building up to longer absences.
- Allocating a key person to each child and his/her family, before he/she starts to attend. The key person welcomes and looks after the child and his/her parents during the settling in period and throughout his/her time at Little Pips to ensure the family has a familiar contact person to assist with the settling in process.

- Respecting the circumstances of all families, including those who are unable to stay for long periods of time in the pre-school and reassure them of their child's progress towards settling in.

Children who have had a period of absence for whatever reason may need to be resettled. We consider a child to be settled when they have formed a relationship with their key person. Each child should also be familiar with where things are in the room and be happy to participate in activities.

This policy was adopted by

Little Pips Pre-School at the Camden Centre

On

Date to be reviewed

Signed on behalf of the Provider

Name of signatory

Role of signatory
