



St Tudy Pre-school

Settling In

All children are unique and the amount of time that a child takes to settle into our pre-school can vary enormously. Therefore, children will be given time to settle in at their own pace, so as to make them feel welcome, be safe and confident in a new environment. They will be introduced to their Key person/worker in our pre-school, who will take a special interest in the child. This member will be the first port of call for the parent/guardian/carer.

The pre-school strongly encourages parents/guardians/carers to visit the premises with their children during the week before they are due to start. During this week, the pre-school requires that the parents/guardians/carers concerned both complete and return the Enrolment form.

Children new to the pre-school will be greeted in a warm and friendly manner. They will be introduced to all members of staff and told about any other regular visitors to the pre-school.

Children will be informed about the pre-school's routines. They will be shown around the pre-school, told where they can and cannot go. The parents/guardians/carers will have both registration and signing in and out procedures made clear.

Golden rules will be explained to the child and they will be encouraged to ask questions and raise any concerns. The child will be told about the fire evacuation procedure and the locations of all fire exits, according to the provisions of the Fire Safety policy.

Parents/guardians/carers are offered the opportunity to stay with their child for a period of time which will be specifically time scaled to each individual child's pace.

Each child will be assigned a key person, who has special responsibilities to help the child settle in. The key person will help the child become familiar with the setting, feel confident, safe, and cared for, making them feel valued within our pre-school.

All staff will supervise children new to the pre-school to ensure that they are happy in their new surroundings.

If it seems that a child is taking a long time to settle in, this will be discussed with their parents/guardians/carers at the earliest opportunity. Likewise, if a parent/guardian/carer feels that there is a problem during the settling in period, they should raise this with a member of staff.

Staff will always be available to discuss any concerns or other issues with parents/guardians/carers regarding their child and their attendance at the pre-school. If parents/guardians/carers wish to meet with the manager, they should make an appointment to come in for a chat.

We also provide Stay and play sessions on a Tuesday morning during our shorter session times at pre-school, for parents/guardians/carers to bring their children to play and meet other children. Parents/guardians/carers can meet our team parents/guardians/carers in the local area who also attend Stay and Play.

This policy was adopted at a meeting of: St Tudy Pre-school

Held on:

Date to be reviewed:

Signed on behalf of the committee:

Name of signatory: Emma Sleeman

Role of Signatory: Chair, St Tudy Pre-school

Name of staff member / volunteer	Signature	Date