

**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 preschool. We aim to meet the individual needs of each child.  
  
In order to accomplish this we will:

* Provide parents with as much information as possible about Preschool via our prospectus and contact through regular emails leading up to and during the a settling in period.
* Encourage parents to visit the preschool with their children during the weeks before an admission is planned. A free settling in session is offered to all families prior to their children starting preschool.
* Ask parents to complete, with their child, an 'All About Me' which will inform the staff about the child's likes and dislikes, favourite toys etc. and methods of comfort most acceptable to the child. This will form part of the Learning Journey file which records children’s progress.
* Reassure parents whose children seem to be taking a long time settling into the preschool, explain that younger children take longer to settle.
* Encourage parents, where appropriate, to separate from their children for brief periods at first, gradually building up to longer absences.
* Ensure that the child's designated keyworker provides feedback to the parents on how their child is settling in
* We will send parents weekly feedback via emails, giving a brief overview of how the weeks event have been.

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