
Settling in Policy



Policy statement

We want all children to feel safe, happy and secure at Pre-School, with a supportive staff team, who meet the individual needs of all children and their families. We also aim to support parents to have confidence in both their children's well being and their role as active partners with Pre-School.

Procedures

- [**Before a child starts to attend Pre-School, parents/carers are invited to join sessions, and home visits are available.**
- [**Parents/Carers are provided with a Prospectus and Welcome pack, providing details of our provision.**
- [**Each child is allocated a Key Person, who attends the home visit, and engages with the child and parent/carer at pre-visits.**
- [**The Key Person discusses and shares information about children's needs and interests, and works with parents/carers to decide and identify strategies to help each child settle.**
- [**Information is used to provide for the child's interests, and meet their needs when they start attending sessions.**
- [**Initial observations are made, to support each child in their next steps, and to identify any areas which they require support.**
- [**Each key person works closely with their children, supporting their transition, and to help them settle happily.**

This policy was adopted at a meeting of

Little Explorers Pre-School

Held on

Date to be reviewed

Signed on behalf of the management

committee

Name of signatory

Role of signatory (Chairperson)

Chairperson