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 **Settling In Policy**

 **Name of Early Years Setting: Jellie tots Pre-school**

 **Date of written: Oct 2009**

 **Date of next review: Aug 2020**

**Early Years Foundation Stage**

**General Welfare requirement:** Safeguarding and promoting children’s welfare. The provider must take necessary steps to safeguard and promote the welfare of children.

**EYFS principle:** Positive Relationships, Respecting Each Other, Parents as Partners.

**Outcome:** Make a Positive Contribution, Enjoy and Achieve.

**Statement**

We want children to feel safe, stimulated and happy in our nursery. We also want parents to feel reassured and confident that their child’s wellbeing is paramount.

**Aim**

We aim to make Jellie Tots a welcoming place where children and families settle quickly and easily. We do this by treating each family and child as individuals with unique needs. Your child’s key worker will help your child to feel confident and secure and will work with you to help your child with any difficulties that might arise.

**Method**

Settling in to, and becoming familiar with a new environment and routine can be unsettling for any child, even the most content, confident and well adjusted child. Some children will be confident as soon as they come in whilst others may be anxious and nervous about leaving their parents. Most children will be somewhere in the middle. Please be reassured and try not to worry if your child experiences difficulties – it’s all a normal part of child development.

Before a child starts to attend we use a variety of ways to provide parents with information, this includes written information (prospectus and leaflets), Open Days, home visits and play dates.

When your child has been offered a place we will arrange a time for you and your child to come in and play for two sessions. This is usually the term before your child starts.

One or two weeks before your child’s first session we will make a home visit. This gives us the opportunity to see your child in a relaxed home environment and gives parents the opportunity to share information confidentially. The visit is usually made by a senior member of staff and your child’s key worker and lasts approximately 20 minutes. During the visit you will be given our entrance forms for you to complete and bring along to your child’s first day (settling in session)

Your child’s settling in session lasts about an hour and a half and you should stay with your child. This will help you and your child to get to know the staff and routine as well as helping your child to feel relaxed, as you are present. At some point during this session we will go through your child’s entrance forms with you.

During the next session, if you and your child are comfortable, we may suggest that you leave your child for a short length of time.

We encourage you as parents to make a point of saying goodbye to your child. If you sneak away whilst they are ‘busy playing’ it is often more traumatic for your child upon the realisation that you have actually left the building.

Over the next couple of weeks we will build up the length of time that your child is left until he/she is ready to attend a full session. It is vital that you have filled in all relevant forms with up to date contact numbers before your child can be left, as we will call you if we feel your child is becoming too distressed. Equally, you are welcome to call the nursery at any point if you are at all anxious.

During this settling in period we ask that you arrive promptly to collect your child as being the last one to leave can be upsetting.

Please be reassured that we will settle your child at a pace to suit each individual. If for any reason your child is at all unsettled, or struggling to settle in, we will work with you to ensure that we are able to find the best routine to help your child adjust to nursery life.

We do not believe that leaving a child to cry will help them to settle any quicker and believe that a child’s distress will prevent them from being happy, confident and secure in the long term. Children who have had a period of absence from nursery may need their parent on hand to re-settle them.

This policy was reviewed and adopted at a meeting of the committee held October 2009

Signed on behalf of the committee.....................................................................

Chairperson