

St Margaret's Nursery and After School Club - Settling-in policy

Statement of intent

We want children to feel safe, stimulated and happy in the setting and to feel secure and comfortable with staff. We also want parents to have confidence in both their children's well being and their role as active partners with the setting.

Aim

We aim to make the setting a welcoming place where children settle quickly and easily because consideration has been given to the individual needs and circumstances of children and their families.

Methods

Before a child starts to attend the setting, we use a variety of ways to provide his/her parents with information. These include written information (including our prospectus and policies), displays about activities available within the setting, information days and evenings and individual meetings with parents.

During the half-term before a child is enrolled, we provide opportunities for the child and his/her parents to visit the setting.

We allocate a key person to each child and his/her family before she/he starts to attend; the key person welcomes and looks after the child and his/her parents at the child's first session and during the settling-in process. We are flexible with the child's key person, if the child forms a bond with another member of staff they will then be allocated this staff member as their key person.

When a child starts to attend, we explain the process of settling-in with his/her parents and jointly decide on the best way to help the child to settle into the setting.

Younger children will take longer to settle in, as will children who have not previously spent time away from home. Children who have had a period of absence may also need their parent to be on hand to re-settle them.

We judge a child to be settled when they have formed a relationship with their key person; for example the child looks for the key person when he/she arrives, goes to them for comfort, and seems pleased to be with them. The child is also familiar with where things are and is pleased to see other children and participate in activities.

When parents leave, we ask them to say goodbye to their child and explain that they will be coming back, and when.

We recognise that some children will settle more readily than others but

that some children who appear to settle rapidly are not ready to be left, and may ask parents to stay for longer if this appears to be the case.

We reserve the right not to accept a child into the setting without a parent or carer if the child finds it distressing to be left. This is especially the case with very young children.

Within the first term of starting we will invite the parents to come and discuss their child's progress and talk them through the way in which we record and monitor their progress.

Staff monitor new children within After School Club, giving them support and guidance. Staff are aware a new child will need added support to follow the routine, rules and expectations of the setting.

This policy was adopted at a meeting of

Held on (date)

Signed on behalf of the Management Committee/Proprietor

Role of signatory (e.g. chairperson etc.)