

## **SETTLING IN POLICY (Links with Transitions)**

### **Policy Statement:**

Baron's Playschool is committed to the smooth transition of the children and the parents into the Playschool. Settling in should be a positive experience as it will influence children's self-confidence, attitude to relationships, socialising and will lay the foundation for their future learning.

These guidelines aim to help children and parents settle in happily to the service, enabling the children to gain maximum benefit from their experiences.

### **Pre-Admission.**

The service will have written information for parents on initial enquiry.

Parents are encouraged to bring the child with them when they are filling out appropriate forms and leave them in the room before start day as this will let them get familiar to these surroundings before they need to start.

One hour will be free the week before the child starts the Playschool on a Full time/Part time basis, again this will allow them to familiarise with the room, teacher and the other children.

On the first day the key worker will greet the child and their Parents/Guardians on their arrival to the Playschool. Parents will be asked to settle their child in as much as they can and go through anything that they need advice on. They should bring items that were discussed like nappies, wipes etc, and a box will be made for the child with all their personal belongings in it.

The Parent/Guardians should always say goodbye to the child and tell he/she that they will be back very soon. We usually say to leave the child an hour or two for the first day just to transition the child into the setting and gradually build up the time over the first week if they are hard to settle in. In cases that the child gets too upset and we cannot settle them down we will have to ring home and get them collected, however as per parental contract the weekly fee still needs to be paid.

Children should be collected at their time discussed.

A staff member will always ring home on the child's first day to give a progress report.

Staff will work constantly with the parents/guardians in this settling in period.

When children are beginning to settle without their parents, they should be supported in observing, experimenting and discovering for themselves, without any attempt to make them participate in activities. Children often stay on the edges of activities during the first few days/weeks of attendance, it allows them to observe safely and join in when they choose.

Date this policy was created: 17/07/2019