



## **RAINBOW PRE-SCHOOL**

Established 1979

Registered Charity No: 1026005

**BAPTIST CHURCH HALL**

2 Dukes Avenue, Muswell Hill, London N10 2PT

Telephone 020 8883 4010

### **Settling-in policy.**

#### **Policy Statement**

Our aim is to work in partnership with parents to help them become familiar with the preschool and offer a settled relationship for the child. We know children learn best when they are healthy, safe and secure, we build positive relationships with parents to ensure we can meet children's individual needs and help them settle quickly into preschool life.

All our staff know about the importance of building strong attachments with children. They are trained to recognise the different stages of attachment and use this knowledge to support children and families settling into the preschool.

#### **Procedure:**

- We discuss the process of settling-in with each child's parents and jointly decide on the best way to help him/her settle. e.g., settling visits/ introductory sessions.
- We work with parents to gather information on the child's starts interests, likes and dislikes before he/she starts with us. This provides the key person and the staff team with information that will help them to plan for the settling period and meet the child's individual needs from the first day.
- We allocate a key person to each child and his/her family, before he/she starts to attend.
- When a child starts, the key person welcomes and looks after the child, ensuring that their care is tailored to meet their individual needs. He/she offers a settled relationship for the child and builds a relationship with his/her parents during the settling-in period and throughout his/her time at the preschool, to ensure the family has a familiar contact person to assist with the settling-in process.
- We review the nominated key person if the child is bonding with another member of staff to ensure the child's needs are supported
- We provide parents with relevant information about the policies and procedures of the preschool
- We have an expectation that the parent, carer or close relative will stay for the sessions in the first week, gradually taking time away from their child for brief periods at first and building up to longer absences.
- We welcome parents to stay with their child, where possible and applicable during the first few weeks until the child feels settled and the parents feel comfortable about leaving their child. Settling-in

sessions are key to a smooth transition and to ensure good communication and information sharing between staff and parents.

- We reassure parents whose children seem to be taking a little longer to settle in and work with them to develop a plan to help their children settle e.g., shorter days, where possible.
- We encourage parents, where appropriate, to separate themselves from their children for brief periods at first, gradually building up to longer absences.
- We assign a buddy or back-up key person to each child in case the key person is not available. Parents are made aware of this to support the settling process and attachment.
- We respect the circumstances of all families, including those who are unable to stay for long periods of time in the preschool and reassure them of their child's progress towards settling in.
- We will not take a child on an outing from the preschool until he/she is completely settled
- We reserve the right not to accept a child into the preschool without a parent or carer, if the child finds it too distressing to be left. This is especially the case with very young children.