

# Mount Carmel



## Preschool and Wraparound Care

### Settling In Policy and Procedure

#### **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.

#### **Policy**

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

#### **Procedure**

1. Before a child starts to attend the Setting, we use a variety of ways to provide his/her parents with information. These include written guidance (including our welcome pack), open days and evenings, show arounds and individual meetings with parents (if necessary).
2. The term before a child is enrolled, we provide opportunities for the child and his/her parents to visit the Pre School.
3. When a child starts to attend, we work with his / her parents to decide on the best way to help the child to settle into the Pre School.
4. We allocate a key person to each child and his / her family, before he/she starts to attend the setting. The key person welcomes and looks after the child at the first session, wherever possible.
5. Within the first four weeks of starting, we discuss and work with the child's parents to complete either a two-year check, development update or a "touch base" to discuss their settling in.