**Settling in at Pre-school Policy**

Please take time to read the pre-school policies and let the Pre-school Leader or Chair know if you have any questions.

The policies are also available to read on our website:

www.streatleyhillpreschool.org.uk

**Statement of intent**

We want children to feel safe, stimulated and happy in the pre-school and to feel secure and comfortable with staff. We want children to recognise other trusted adults as a source of authority, help and friendship and to confidently share their experiences with their parents afterwards. We also want parents to have confidence in both their children's well being and their role as active partners with the pre-school.

**Aim**

We aim to make the pre-school 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**

* After registration, in the term before a child starts to attend the pre-school, we confirm the sessions your child will be doing and send you a copy of our Welcome Pack.
* Each family will be offered a home visit prior to their child starting at the Pre-school
* During the term before a child starts pre-school, the child and his/her parents are welcome to visit the pre-school and stay for part of a session. This provides an opportunity for the child and his/her parents to familiarise themselves with the setting and meet members of our team and other children. Visits can be arranged directly with our Pre-school Leader.
* 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.
* 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. See our **Key Person Policy** for more information.
* To help parents become familiar with how the day to day activities of the pre-school are run, an Introductory Session is offered (usually in July but may be at other points in the year depending on the numbers of new starters) with the Pre-school Leader, Chair and representatives from the team and Parent Committee. These sessions are designed to give parents the opportunity to ask questions and start to feel part of the pre-school. These sessions will be attended by other parents who have children joining in the same term as yours.
* To further help parents and children settle all new families are given a buddy who is a parent of a child currently attending pre-school.

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| This policy was adopted at a meeting of Streatley Hill Pre-school Committee on: | 28th March 2011 |
| This policy was last reviewed on: | 16th July 2015 |
| Date of next review: | 16th July 2016 |
| Signed on behalf of the Committee by: | Laura Coyle |
| Role of Signatory | Chair |