

# **Streatley Hill Pre-school Group**

## **Settling in at pre-school policy**

### **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 welcome 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 the newsletter so you become familiar with the activities which will be happening at the pre-school.
- During the term before a child starts pre-school (if joining the standard 3-5 years session), we provide opportunities for the child and his/her parents to visit the pre-school and stay for part or all of a session. Visits are not arranged for children joining the 2-year-old session, as it is felt they are too young to get value out of the visit, but parents are welcome to bring a child to visit. Parents can stay with the children who join the 2-year-old session until the child is settled.
- 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.
- Parents are asked to complete an 'I can do' sheet for their child when their child joins 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.
- To help parents become familiar with how the day to day activities of the pre school are run, an Introductory Session is offered where a member of the committee/supervisor will go through the Policies and running of the pre-school. These sessions are designed to give parents the opportunity to ask questions and start to feel part of the pre-school. This session will last approximately 30 minutes, and will be attended by other parents who have children joining in the same term as yours. These sessions would normally be run at the beginning of each term.
- To further help parents and children settle – all new families are given a buddy
- Within the first four weeks of starting we discuss and work with the child's parents to create their child's record of achievement.

This policy was adopted at a meeting of Streatley Hill Pre-school School

Held on (date): **14<sup>th</sup> January 2009**

Signed on behalf of the pre-school