

STAMPERS PRE-SCHOOL

Induction and Settling In Policy (reviewed 30.3.16)

"Warm, trusting relationships with knowledgeable adults support children's learning more effectively than any amount of resources." EYFS, 2014

Stampers Pre-School aims to work in partnership with parents/carers to settle the child into the group environment to ensure they feel safe, secure and comfortable with staff and their surroundings.

Aim

We aim to give consideration to the individual needs of children and families and give confidence to parents/carers, enabling them to feel comfortable that the needs of their child will be met.

Method

- Information will be provided to parents/carers through a variety of media, including: setting Information Booklet, new parent/carer's information pack, parent/carer notice board, policies and procedures, information sessions and individual meetings, and on Stampers website, www.stamperspreschool.org
- Children and parents/carers will be invited to visit the setting a couple of times, for 'pre-visits'.
- A key person will be allocated to each child and the family prior to the child starting at the session (or after a period of the child settling in, depending on what meets the needs of the individual child).
- The pre-visits will be used to introduce the possible key person, complete registration forms, and introduce the child and parents/carers to the setting and how it is run. We encourage parents /carers to bring their children for two 1 hour visits. At the first of these, parents/carers will stay with their children and at the 2nd visit, if appropriate, the parent/carer leaves the child in the setting for a short time on their own (following completion of the registration form.)
- Parents/carers will be invited to join their child if necessary to settle them in for the first few sessions.
- Parents/carers will be encouraged to say goodbye to their child, if the child and parent feel comfortable with this, and explain that they will be coming back at the end of the session.
- Children will be comforted and distracted if they become distressed.
- Regular discussion will take place with parents/carers around their child's progress and how their child is settling in. These will be based on relationships with staff and peers, participation in activities, familiarity with routines and the whereabouts of resources and equipment.
- Photos and comments on their child will be available on Tapestry, our online system of keeping a Learning Journal on every child.
- After the settling in period parents will be invited to a 'check in' meeting where we will check you have had all the information you require and answer any questions. We will also share the child's achievements through their Learning journeys with you.

Stampers Pre-School recognises that some children settle more easily than others and strive to recognise and meet the needs of all children and families.