**St Joseph’s Pre-school Playgroup**

**Settling-in policy**

**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 and carers to have confidence in both their children's wellbeing and their role as active partners with the setting.

**Aim**

We aim to make the setting 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**

* Before a child starts to attend the setting, we use a variety of ways to provide parents with information. These include emailed information, links to our website with policies and lots of other information.
* We set up each family with a Tapestry account so they can update their child’s online Learning Journal with photos from home and see any photos from their visit(s) with their child. We ask parents to fill in an all about me form. We will then add this to the child’s tapestry account, so we are aware of information about family members, likes and dislikes, languages spoken etc.
* Where possible we allocate a key person to each child before she/he starts to attend; we aim for the key person to welcome and look after the child at the child's first session and during the settling-in process.
* Before a child starts to attend, we explain the process of settling-in with his/her parents and jointly decide on the best way to help the child to settle into the setting.
* We normally start with mornings only (til 11.45) on the first week, mornings plus lunch (til 13.00) on the second week and then full hours from the third week onwards, all being well
* Where parents pay fees directly to the setting, we will apply a discount for the first two weeks, if the settling plan means the hours are significantly reduced
* We allow comforters such as blankets or muslins when a child first starts. We gradually encourage children to put these to one side but within sight, then in the lobby in their bag and eventually they won’t need them
* We do not usually allow dummies, and ask parents to ensure they wean their child off dummy use before they start Pre-school. If a child arrives at Pre-school with a dummy we will put it in their bag or drawer as soon as possible.
* We judge a child to be settled when they have formed a relationship with their key person and are happy to separate from their parent/carer when they arrive. We want the child to be familiar with where things are, pleased to see other children and participate in activities.
* We ask parents/carers to leave only when children are reasonably quiet/calm; we are more than happy to help comfort and settle a crying child but not if they are extremely distressed and/or lashing out at children or adults.

Signed on behalf of St Joseph’s Pre-school Playgroup Limited:

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Name: Chloe Standing

Role: Manager

Date: 19.09.23