***Settling in Pre-school***

*We want children to feel safe and happy in the absence of their parents, to recognise other adults as a source of authority, help and friendship, and to share with their parents afterwards the new learning experience enjoyed in the pre-school.*

*In order to accomplish this we will:*

* *Encourage parents to visit the pre-school with their children during the weeks before an admission is planned.*
* *Arrange for the pre-school leader and/or key worker to visit the family at home, if requested, in order to gain more insight into the child's background and the needs and allow the child to become familiar with pre-school adults.*
* *Introduce flexible admission procedure, if appropriate, to meet the needs of individual families and children.*
* *Make clear to families from the outset that they will be supported in the pre-school for as long as it takes their children to settle there. Parents are welcome to ring preschool and check on their child’s well-being!*
* *Children will be assigned a keyworker who is responsible for ensuring the child knows what routines are, where resources are, etc, and settle happily. Keyworkers will be sensitive to individual children’s needs and personalities.*
* *Families are given a welcome pack on starting with relevant information and who their keyworker is.*
* *Reassure parents whose children seem to be taking a long time settling into the pre-school.*
* *Introduce new families into the group on a staggered basis, for example two children a day for a week rather than ten new children all at once.*
* *Encourage parents, where appropriate, to separate from their children for brief periods at first, gradually building up to longer absences.*

*Children cannot play or learn successfully if they are anxious or unhappy. Our settling procedures aim to help parents to help the child to feel comfortable in the pre-school, to benefit from what it has to offer, and to be confident that their parents will return at the end of the session/day.*

*This policy was reviewed by Westgate Pre School Ltd October 2018*

*Signed on behalf of Westgate Pre-school Ltd …………………………………........*

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*Review Date October 2019*