

27- Child Induction and Settling in Policy

We want children to feel safe, stimulated and happy in the absence of their parents/carers, to recognise other adults as a source of authority, help and friendship and to be able to share with their parents/carers the learning experiences enjoyed at Woodentops. We also want parents/carers to feel welcome at the Setting.

We aim to make Woodentops a welcoming place where children settle quickly and easily because consideration has been given to the individual needs and circumstances of every child and their families.

To achieve this:

1. Before a child starts to attend the setting, we use a variety of ways to provide his/her parents/carers with information. These include:
 - Introduction of all Staff Forms to fill in:
 - Contract
 - All About Me Enrolment form
 - Term dates
 - Policies and Procedures which are available online.
 - Explanation of Key person system
 - Discussion about snack times and snacks offered
 - Show where the toilets are
 - Make them aware that they are able discuss any issues with a member of staff
 - Go through daily routine
 - Explain record keeping and observation system
 - Explain Pre-School rules
 - Show Curriculum Guidance for the Foundation Stage EYFS Standards
2. Parents/carers always have access to our policies online or in the red folder
3. Before a child is enrolled we encourage his/her parent/carer to visit the setting.
4. Each child is allocated a key person before starting pre-school.
5. When a child starts to attend, we work with his/her parents/carers to decide on the best way to help the child to settle into the setting, using flexible admission procedures, if appropriate, to meet the needs of individual families and children.
6. We will make it clear from the outset that parents and carers will be welcome and supported in the setting for as long as it takes to settle their child.
7. We will reassure parents/carers whose children seem to be taking a long time settling.
8. We will encourage parents/carers, where appropriate, to separate from their children for brief periods at first, gradually building up to longer absences.
9. Parents are encouraged bring in a cuddly that their child will be able to use as a source of reassurance should they need it.
10. We use pre-start visits to explain and complete with his/her parents/carers the child's registration records.
11. Within the first four weeks of starting, we discuss and work with the child's parents/carers to create their child's portfolio

Children cannot play or learn successfully if they are anxious or unhappy. Our settling in procedures aim to help parents/carers and children to feel comfortable in the setting and to ensure that the children can benefit from what the group has to offer and feel confident that their parents/carers will return to collect them.

This policy was adopted on	25 th March 2019
Policy reviewed	1/1/22

Date for review	Jan 23
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