

Hillside Pre-School and Early Learning Group Policies and Procedures

Settling-in Policy

If the children are to play and learn successfully, they must feel secure and happy in the absence of their parents.

They need to be confident in the knowledge that their parents will return at the end of the session. In order to achieve these aims our policy is to:-

- Ask parents to visit
- Agree with parents how we will introduce and settle a child into the group; including stay and play sessions and visits.
- Ensure that the individual needs of the child and family are met
- Introduce children new to the group in small numbers over a period of time
- To give each child the adequate time and support needed to settle
- Encourage parents where possible to separate from their children for brief periods at first then gradually build up to longer absences depending on the child's previous experiences.
- Reassure parents who are anxious about their child by giving them information about their child's activities and welfare during the session and encourage them to telephone if they are concerned.
- If a child is distressed when the parent leaves the Pre-school will endeavour to call by telephone to reassure parents once the child has settled.
- If the child is distressed and unable to settle the Pre-school will contact the parent to collect their child.

Links to The Early Years Foundation Stage
A Unique Child 1.2 Inclusive Practice
Positive Relationships 2.2 Parents as Partners
Positive Relationships 2.4 Key Person

Page 1 of 1

Updated February 2020

The childcare provision, where appropriate, applies to Hillside Pre-School, After School Club and Breakfast Club

A copy of the latest policies and procedures is displayed in the Pre-School and available for staff and visitors