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Play • Learn • Grow

Settling in Policy

Policy statement

It is our aim to make the setting a welcoming environment where children settle quickly and easily. Each child will be assigned a key person. Their role is to help ensure that every child's care is tailored to meet their individual needs to help the child become familiar with the setting, offer a settled relationship for the child and build a relationship with their parents.

Procedures

- Before a child and their family start to attend the setting, parent/carers are provided with a welcome pack.
- Parents/carers are asked to complete an "All About Me" questionnaire regarding the child's needs and interests.
- During the term before a child is enrolled, we provide opportunities for the child and his/her parents/carers to visit the setting.
- When a child starts we work with their parents/carers to decide on the best way to help the child to settle in.

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| This policy was adopted at meeting | First Step Pre-school Committee | name of setting |
| Held on | Sept 2021 | (date) |
| Date to be reviewed | Sept 2022 | (date) |
| Signed on behalf of the management committee | Signed copy available to view at pre-school | |
| Name of signatory | _____ | |
| Role of signatory (e.g. chair/owner) | _____ | |