

## **MATLOCK PRE-SCHOOL PLAYGROUP**

### **SETTLING IN POLICY**

We want children to feel safe, stimulated and happy in Matlock Pre-school Playgroup and to feel secure and comfortable with staff. We also want parents to have confidence in both their children's well being and their role as active partners with the Playgroup.

#### **Aim**

We aim to make Matlock Pre-school Playgroup a welcome place where children settle quickly and easily because we have taken into consideration their individual needs and circumstances. To do this we will:

- Provide his/her parents with information about the Playgroup before the child starts to attend.
- During the half term before the child starts we organise for the child and parent/carer to visit a Playgroup session.
- Parents will be given an initial child profile booklet to fill in about their child.
- When a child starts to attend, we work with his/her parents to decide on the best way to help the child settle in.
- We allocate a key person for each child, this person welcomes and looks after the child during the child's first session. The staff member allocated as a child's keyperson is usually determined by the most sessions attended with that particular staff member.
- Encourage parents, where appropriate, to separate from their children for brief periods at first, gradually building up to longer absences.
- We reassure parents whose children seem to be taking time to settle.

We reserve the right to not accept a child into the setting without a parent or carer if the child finds it distressing to be left.