

HANHAM TODDLERS PRE-SCHOOL

Title	Settling in at Pre-School	Reference	P2-16
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1.0 Policy

1.1 Children shall be made to feel safe 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 share with their Parents/Carers the new learning experiences enjoyed at the Pre-School.

2.0 Scope

2.1 This procedure defines how the Pre-School provision for the settling in of children attending the Pre-School for the first time, providing Parents/Carers the opportunity to help their children to feel comfortable in the Pre-School and to benefit from what it has to offer.

3.0 Referenced Documents

Statutory Framework for the Early Years Foundation Stage

4.0 Definitions

The Pre-School: Hanham Toddlers Pre-School

Board of Trustees: the body that has the overall responsibility for the day-to-day running of the Pre-School, comprising the Trustees, including the Pre-School Manager(s).

Approved	Print Name	S Rouch	Position:	Manager
	Signature	Signed copy held in Master Procedure Manual	Date:	23 February 2023
Authorised For issue	Print Name	K Ricketts	Position:	Chair
	Signature	Signed copy held in Master Procedure Manual	Date:	9 February 2023
Issue: 5		Date: February 2023	Page 1 of 3	

Title	Settling in at Pre-School	Reference	P2-16
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5.0 Procedure

5.1 Contents

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5.2 Introduction

5.3 Prior to Admission

5.4 After Admission

5.2 Introduction

5.2.1 It is considered that children cannot play or learn successfully if they are anxious or unhappy. To overcome this, the Pre-School shall work with Parents/Carers in a number of ways to enable their child's settling in at Pre-School to be as stress free as possible, giving the child the confidence that their Parent/Carer will return at the end of the session.

5.2.2 From the outset families shall be reassured that the Pre-School shall provide support to them for as long as is necessary for their child to settle.

5.2.3 The details of this procedure shall be outlined to Parents/Carers in the Prospectus.

5.3 Prior to Admission

5.3.1 During the weeks prior to the planned admission date:

- Parents/Carers shall be encouraged to attend familiarisation sessions at the Pre-School with their children. These sessions enable Parents/Carers and their children to observe regular sessions.
- Every Parent/Carer shall be offered the opportunity to receive a home visit from any two of the following - the Manager, intended Group Leader or any other member of the intended Staff Team.

5.3.2 During the home visit the answers to a series of questions will be sought, to inform the Pre-school about the child's/children's care, learning and development.

A standard set of questions and their answers are contained within the Home Visit Form. The completed form shall be contained in the child's Learning Journal.

5.3.3 A Personalised Transition Book will also be handed to the Family at this visit. This is to accompany the child throughout their attendance at the Pre-school.

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<p>5.4 <u>After Admission</u></p> <p>5.4.1 In cases of extreme distress an Individual Action Plan for the child shall be formulated by the Pre-School Manager/Group Leader and the child's Parents/Carers.</p> <p>5.4.2 A follow up review of the progress the child has made with settling in shall be conducted after 2 weeks from the introduction of the Individual Action Plan.</p> <p>The review shall be conducted by the Manager in consultation with the relevant Group Leader, and discussed with the child's Parents/Carers.</p> <p>5.4.3 Parents of children who appear to take an extended period to settle shall be reassured throughout.</p> <p>6.0 Amendment Record</p> <p>Issue 2: Inclusion of Section 6 – Amendment Record Re-format Paragraph 5.3.1 Insert new Paragraph 5.3.2</p> <p>Issue 3: Replace C Gibbs with L Sims as Chair Insert reference <i>Statutory Framework for the Early Years Foundation Stage</i> in Section 3 Insert new Paragraph 5.3.2 Re-number to end of Section 5.3</p> <p>Issue 4: Replace L Bunting with S Rouch as Manager Replace L Sims with L Hansom as Chair Remove reference to Deputy Manager in Sections 4 and 5.3.1</p> <p>Issue 5: Section 4 - re-word Definitions to reflect the introduction of the Board of Trustees Signature Block - update name of Chair</p>			
Issue: 5	Date: February 2023	Page 3 of 3	