



Policies

SETTLING IN POLICY

Hatch Warren Under Fives and Kempshott Under Fives Preschool, will hereafter be referred to as the “Preschool”.

The children’s welfare is always of utmost importance when they start preschool. We want them to feel safe and secure in our environment and this policy lays out how we will try to achieve this.

Home Visits

All families and carers with children starting in September are offered home visits during the summer holidays. Some families and children may find this greatly beneficial. Two members of Hatch Warren Under Fives / Kempshott Under Fives can visit the family home and take some time to talk to the child in their home environment. This is a very supportive way of beginning our strong parent-setting relationship whilst also offering the opportunity for the child to begin the process of getting to know staff and feel confident about venturing into their new environment. The visiting staff will bring with them an example of the resources the setting will offer the child, providing a short play opportunity within the home. Home visits are not mandatory.

Taster Sessions and Parent Information Meetings

These sessions give both children and their parents/carers the opportunity to meet the preschool staff and see what happens during a normal preschool session. The Parents Information Meetings provide important details about the operational procedures of the group. It is also a chance for parents/carers to raise any concerns they may have.

When the children start there may be a few tears. For many of them, it will be the first time that they have left their parents for any period of time. We do expect this and our staff are fully prepared to provide re-assurance and cuddles to both children and parents.

Parent’s/Carer’s may stay with their child, or alternatively they may prefer to leave them and telephone the Preschool Manager later to check they have settled. If parents do leave, they will be encouraged to phone if they are at all anxious or have any worries or concerns. Children are allowed to bring a comforter in the form of a teddy or blanket etc. Whilst we appreciate that dummies may be appropriate in certain circumstances, due to hygiene we would try to discourage the use of dummies at preschool.

It may take a couple of weeks before a child settles. Staff are on hand to help parents with the initial and subsequent separations if needed. Parents, who are upset or worried when they have left their child, are always welcome to call during the session to find out how their child is and what they are doing.

Every effort is made to ensure that all children and their families feel welcome, secure and happy in the sessions in order to make settling in easier for all concerned. All parental views are taken into account when discussing what they would prefer.

The following table shows when a child's taster session/Parental Information Meeting is in comparison to their start date.

Child's Start Time	Taster Session
September	July
January	December
April	March

Children who join the group outside the main three intake months will be offered a taster session prior to them starting.

All families receive communications through Tapestry to give an insight into what their child has been doing at preschool and how they are settling in. Parents are also encouraged to communicate with their key worker to talk through any concerns or queries, especially if a child suddenly becomes unsettled or circumstances at home have changed.

This policy was adopted at a meeting of the Preschool held on:

Signed on behalf of the Preschool _____