

Aspin Park Early Years Group

Settling-in policy

Statement of intent

We want children to feel safe, stimulated and happy in the setting 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 setting.

Aim

We aim to make the setting a welcoming place where children settle quickly and easily because consideration has been given to the individual needs and circumstances of children and their families.

Methods

- Before a child starts to attend, we provide his/her parents with written information about our setting. Prospective parents will be invited to attend information evenings and open days.
- During the half-term before a child is enrolled, we provide opportunities for the child and his/her parents to visit the setting.
- We allocate a key person to each child and his/her family before she/he starts to attend; the key person welcomes and looks after the child and his/her parents at the child's first session and during the settling-in process.
- We can offer a home visit by the person who will be the child's key person, to ensure all relevant information about the child can be made known.
- When a child starts to attend, we explain the process of settling-in with his/her parents and jointly decide on the best way to help the child to settle into the setting.
- The parent, carer or close relative, may stay for most of the session during the first week, gradually taking time away from their child, increasing this as and when the child is able to cope.
- Younger children will take longer to settle in, as will children who have not previously spent time away from home. Children who have had a period of absence may also need their parent to be on hand to re-settle them.
- When parents leave, we ask them to say goodbye to their child and explain that they will be coming back, and when.
- We do not believe that leaving a child to cry will help them to settle any quicker. We believe that a child's distress will prevent them from learning and gaining the best from setting.
- We will always try to contact you if your child becomes distressed when left.
- We reserve the right not to accept a child into the setting without a parent or carer if the child finds it distressing to be left. This is especially the case with very young children.
- Within the first two to four weeks of starting, we discuss and work with the child's parents to create their child's record of achievement.

- Each child’s key person, together with all staff and supervisors are always available to discuss any worries or concerns parents/carers may have and to give support and reassurance.
- Parents/carers complete an “All about me” form to provide us with detailed information on the child’s likes and dislikes and interests.

Reviewed and updated:

Date..... Name.....

Date..... Name.....

Date..... Name.....

Date..... Name.....