



SETTLING IN PRESCHOOL POLICY

We want children to feel safe and happy in the absence of their parents and carers to recognise other adults as a source of authority, help and friendship and to be able to share with their parents and carers afterwards the new learning experiences enjoyed at Worstead Preschool.

To accomplish this, we will:

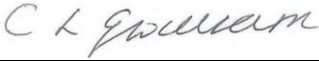
- Give parents/carers a introduction booklet to preschool with photos of staff and the pre school so the introduction can be made early.
- To ask parents/carers to sign up to FAMLY so we can message and send pictures of the child's day.
- A paper copy settle sheet will be filled in by staff on there settle session with photos and paragraphs of what the child/children have done during their time with us.
- Encourage parents and carers to visit the Preschool with their children during the weeks before admission is planned.
- Offer a home visit to new families should they wish it.
- Offer a 3 hour settle session for the child either morning or afternoon.
- Introduce flexible admission procedure, if appropriate, to meet the needs of individual families and children.
- Make clear to families from the outset that they will be supported in the Preschool for as long as it takes to settle their child there.
- Your child/children will be assigned a key worker (special person) until they have settled and then we reassess who the child/children have built the best relationship with.
- Encourage parents and carers where appropriate to separate from their children for a brief period at first, gradually building up to longer absences.
- Promote easier settling of children with parents and carers help, by them leaving promptly once they feel their child is settled and the parent and carer has told their child they are going.
- Reassure parents and carers whose children seem to be taking a long time settling into Preschool.

This organisation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

- Accept comfort items/soothers to help children settle, but these are not to be the responsibility of Preschool.
- Good communication is key to helping children settle and completing the 'All about me form' helps staff to gauge children's interests making their settle time less stressful and help encourage staff & child relationship.

This is a big step for families and we want to reassure parents/carers that we are here to support them and their child/children with their new adventures into preschool.

Children cannot play or learn successfully if they are anxious and unhappy. Our settling procedures aim to help children to feel comfortable in the Preschool, to benefit from what it has to offer, and to be confident that their parents and carers will return at the end of the session.

Name:	Clare Gwilliam
Position:	Pre-school Manager
Signed	
Name:	Alicia Grix
Position	Committee Chair
Signed	
Date:	1 st September 2026
Date for Review:	31 st August 2027

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