

The Pre-school believes that children settle best when they have a key person to relate to, who will build a relationship with them and who can meet their individual needs.

The Pre-school wants 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.

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.

Procedures

We will allocate a key person before the child starts. The key person is responsible for the induction of the family and for settling the child into our setting.

The key person acts as the key contact for the parents and has links with other carers involved with the child, such as a childminder, and with parental consent co-ordinates the sharing of appropriate information about the child's development with those carers.

The key person is responsible for developmental records and for sharing information on a regular basis with the child's parents to keep those records up-to-date, reflecting the full picture of the child in our setting and at home. The key person will be responsible for completing a two-year-old progress check providing the child only attends the Pre-school and begins before their third birthday. If a child attends more than one setting arrangements will be made to share information for the progress check.

Settling-in

Before a child starts to attend the setting, we use a variety of ways to provide his/her parents with information. These include home visits, written information (including our prospectus and policies), displays about activities available within the setting, open days and individual meetings with parents.

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. Children may bring familiar comfort items to the Pre-school but we would like these items to be left at home once the child feels settled.

We have an expectation that the parent, carer or close relative will 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.

Some children are tearful upon separation, this is quite natural and can be distressing for both parties, please be assured that your child will not be left crying for a long period of time, an individual settling in plan will be tailored to meet the needs of parent of child.

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.

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The Woodhall Farm Pre-school

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