



Milborne Ladybirds Playgroup

SETTLING IN – POLICY AND PRACTICE

- We want the children to feel safe and happy in the absence of their parents, to recognise other adults as a source of authority, help and friendship and to be able to share with their parents afterwards the new learning experiences enjoyed in the Preschool. In order to accomplish this we will:
 1. Encourage parents to visit the Preschool with their children during the weeks before an admission is planned.
 2. Introduce flexible admission procedures, if appropriate, to meet the needs of individual families and children.
 3. A key worker will be allocated to each child who will work with the parent to get to know the child, their likes and dislikes and support them within the Preschool.
 4. 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.
 5. Reassure parents whose children seem to be taking a long time to settle into the Preschool.
 6. Introduce new families into the group on a staggered basis, for example, two new children a day for a week, rather than ten new children all at once.
 7. Encourage parents where appropriate, to separate from their children for brief periods at first, gradually building up to longer absences.
- Children cannot play or learn successfully if they are anxious or unhappy, our settling procedures aim to help parents to help their children to feel comfortable in the Preschool, to benefit from what it has to offer and to be confident that their parents will return at the end of the session.

Reviewing the Policy

The Settling In Procedure will be kept under review and will be reviewed annually
This policy was reviewed and agreed at a meeting of the Management Committee held on 10th
January 2012

..... Chairperson