**32 PHASING/SETTLING IN POLICY**

We want children to feel safe, stimulated and happy in the setting and to feel secure and comfortable with staff. We want parents to have confidence in both their children’s well-being and their role as active partners with the Little Diamonds Preschool. 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.

Procedure-

* When a child first starts the Preschool, we endeavour to 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 environment.
* We allocate a key person to each child and his/her family when she/he starts the setting. The child’s key person will work in partnership with parents/carers to settle the child into the Pre-school environment as well as complete all paperwork. Key person will collect the information to complete ‘All About Me’ information and any individual needs the child may have for example medical or dietary. Then the key person will start introducing the parents and child to other members of staff who work within the Pre-school.
* When a child is registered and allocate a space by the Pre-school, arrangements will be made for a visit so that the child can familiarise him/herself with the Pre-school to build the child’s self-esteem and confidence.
* During the child’s first visit the parents/carers are asked to stay and play in the Pre-school with their child for a minimum of 30 minutes so that the child feels settled and when the parent/carer feels comfortable about leaving her or him they can then leave for 30 minutes. After Initial vist we will arrange home visit. We will then gradually build up the time the child is left, starting with one hour.
* For the first few sessions, parents/carers may collect the child early if they so wish. We do ask that Parents/cares keep their mobile phone turned on at least for the first few sessions your child attends in case they become distressed, and we feel he/she has had enough for the present moment. Three hours is a long time for a child in distress to ensure.
* No child will be taken on an outing from the Pre-school until he or she is completely settled.