



Brenchley Pre-School Limited

Settling In Policy

Brenchley Pre-School recognises that children will only learn if they feel happy and secure within the environment and with their keyperson. The keyperson is their main point of contact with the child's parents by liaising and talking with them about their child. See Keyperson Policy. The Preschool aims to help children feel comfortable to enjoy their time at preschool and benefit most when they know their parents will return at the end of the session.

Brenchley Pre-School will

- Encourage visits by new children with their parents prior to their admission
- Offer home visits to children and parents with keyperson and another member of staff.
- We will ensure that we show respect to all families and make sure they feel welcomed and included
- Ask parents to complete an initial child profile to discuss their child's needs, interests, likes/dislikes and background to give their keyperson an insight on how we can best help the child develop.
- The settling in process is gradual and flexible. Parents are encouraged to be available, spending time with the child, but then gradually moving away when their child is ready, remaining contactable. During these early times, some sessions may be shorter.
- Understanding the need for transitional objects and comforters - when child is beginning to settle, encourages comforters to be placed in an easy accessible baskets during the session
- Allow dummies to be used for initial settling and then placed in a named pot for hygiene reasons and to encourage clear speech. See Dummy Policy
- Keyperson will telephone parents mid-session with news of their child's first day
- Has a visual timeline to help children learn a routine and see a time when their parent will return, which helps settling

This Policy was reviewed at a Management Meeting held on Friday 2nd November 2018

A handwritten signature in black ink that reads 'Victoria Relle'. The signature is written in a cursive, flowing style.

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Mrs Victoria Relle - Chairman of Brenchley Pre-School Limited