



Martlesham Playschool, At Gorseland School, Deben Avenue,
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PLEASE DO NOT REMOVE

SETTLING IN POLICY

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

We recognise that children cannot play or learn successfully if they are anxious and unhappy. The aim of the settling in procedures is to help parents and their children to feel comfortable in the playschool setting, and for individual children to benefit fully from what we have to offer, feeling confident and secure that their parents will return at the end of each session.

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.

In order to accomplish this, we will:

- Advise parents of admission arrangements and allocated sessions, the term before commencement.
- Encourage parents to visit the playschool with their children during the weeks before an admission is planned.
- Make it clear to families from the outset that they will be supported in the playschool for as long as it takes to settle their child with us.
- Explain the importance of a parent or carer saying goodbye to their child before they leave, but discourage them from staying once goodbyes have been said.
- 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. Be flexible according to the needs of the individual child, e.g. it is quite acceptable for a parent to go for 1/2 hour and come back and gradually settle their child in if a child is unsettled.
- Reassure parents whose children seem to be taking a long time settling into the group.
- Contact the parent or carer if a child is inconsolable for excessive length of time. We do not believe that leaving a child to cry will help them to settle any quicker. We believe that a child's distress will prevent them from learning and gaining the best from setting
- Introduce new children into the group on a staggered basis (in terms where large numbers of new children are starting), following discussion between the Playleaders and Admissions Business Manager.

- If necessary, arrangements can be made for the Playleaders to visit the family at home, to gain more insight into the child's background and needs and to allow the child to become familiar with their Playleaders.
- Allocate a key person to each child, to form a bond with the child and parents.
- Discuss and work with the child's parents to create their child's record of achievement. We will also ask parents to create a 'special' book about their 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.

This policy was adopted at a meeting of	Martlesham & Kesgrave Playschools	
Held on (date)		
Signed on behalf of the Management Committee		
Role of signatory (e.g. chairperson etc.)		
This policy was reviewed on		(date)