



SETTLING IN POLICY

SMARTIES PRE SCHOOL & OUT OF SCHOOL CLUB

POLICY STATEMENT

Smarties Pre-School & Out of School Club ('Smarties') aims for children to feel safe and happy in the absence of their Parents/Carers, recognising other adults as a source of help, friendship and authority, and to be able to share their new learning and play experiences with their Parents/Carers after each session.

It is our aim that parents/carers have confidence in their child's well being, and also in their own role as active partners in the setting. We aim to make Smarties a welcome place where children can settle quickly and easily because consideration has been given to the individual needs and circumstances of the child and their family.

Procedures

We aim to achieve this by:

- Encouraging Pre-School Parents/Carers to visit the setting with their children as often as they require during the weeks prior to joining. We then encourage Parents/Carers, where appropriate, to leave their children alone at the Pre-School for brief periods at first, gradually building up to longer absences.
- Encouraging Out of School Club parents to use their first visit to the setting as a means to settle in their child.
- Being flexible over admission dates, and the number of sessions a child attends at first, to meet the needs of individual children and their families.
- Making families aware that support will be given for as long as necessary for their child to settle at Smarties. We will work with parents/carers to ensure their involvement throughout this process.
- Providing reassurance and guidance if required, to families whose children need extra time/support to settle into our routines.
- Helping children to feel comfortable at Smarties, to benefit from the activities provided and to feel confident that their Parents/Carers will return at the end of the session.
- At the Pre-School, we allocate each child and their family a key person who will support the child and his/her family, monitoring and scaffolding learning opportunities and providing appropriate feedback to parents/carers through Learning & Development Records/Shared Contact Records and Parent Consultations.
- At the Out of School Club, Reception aged children (who fall under the EYFS) will be allocated a key person, to co-ordinate with the School Reception teacher regarding EYFS children's care, play and learning.

This policy was adopted on:

15/11/2022

Date to be reviewed:

15/11/2025

Name of signatory:

Victoria Hutter

Role of signatory:

Chairman of the Committee

Signed:

15/11/2022