



# Settling In to Pre-School

## Policy

Practitioners at Wick Pre-School work with parents and carers to ensure children and their families settle into Pre-School as smoothly as possible. Practitioners are committed to supporting parents and carers and will provide advice and support to enable children to settle at their own pace.

## Procedure

There are no set times by which a child would be expected to settle into Pre-School, however the following strategies can help:

- Parents are asked to visit the Pre-School with their child for at least two part sessions before the child starts;
- Parents are encouraged to attend a session where they stay and one where they leave for a short time to allow the child to play without them. The Pre-School is a new environment for a child, they need time to adjust and build relationships with practitioners and other children;
- When leaving the child for their session parents are asked to inform their child's key worker that they are leaving the Pre-School. A practitioner can then be ready to comfort the child if necessary;
- Maintain a clear 'goodbye' routine. This may include warning the child you are leaving in 3 minutes, a kiss and a hug, or a wave from the window. Once you tell your child that you are leaving, it is important to follow through. Extending the 'goodbye' with "Ok just one more kiss, and then I really have to go," tends to heighten anxiety rather than relieve it. Avoid sneaking out, this seems to encourage children to become less trusting and makes the second day at Pre-School even harder;
- Parents are able to telephone the Pre-School or if the parent is on site to visit the Pre-School during the day to find out how the child has settled, practitioners will be honest when giving feedback to parents;
- Key workers may telephone parents to let them know how the child is settling or telephone in the event that a child is unable to settle, if this is agreed with the parent prior to the child being left;

- Parents can bring into Pre-School any comfort toys, dummies or blankets into Pre-School if they think this will help their child settle and feel secure.
- Practitioners will gain information such as, special words for potty or toilet, or for sleep, favourite songs, story or activity from the parents;
- Parents are provided with a 'welcome pack' which shares information about what to bring to Pre-School, a time table of how the day runs and a photo of all staff so you will be able to put a face to a name from day one;
- Parents are provided with a Prospectus which is designed to provide parents with a guide to the Pre-School's policies, procedures and practices and includes a calendar of dates;
- Parents are encouraged to be involved in Pre-School life by attending coffee mornings, stay and play sessions and/or joining the committee;
- Parents can also arrive and collect their child at any time between the hours of their agreed sessions;
- The Pre-School refers to its other policies to ensure children access Pre-School facilities and reach to their full potential. These policies are available for parents to read.