



Settling in policy

Aim: To ensure that each family joining the Exwick Ark feels confident, welcomed and included and that each child's individual needs are provided for.

At the start of a term new children's start dates will be staggered so that no more than two new children start in any one session.

In September new children will start attending the week following the start of existing registered children to allow for re-establishment of routines.

Before a child starts at pre-school the family is assigned a family worker who will take a lead role in settling the new child and family into the pre-school.

A home visit will be offered just before the child is due to start. During this visit a manager and the family worker assigned to the family will play with the child in their own surroundings. They will also provide information about the setting, answer questions, complete registration forms, collect information about the child and family and build relationships between the pre-school and family.

A parent handbook with information about the setting and a set of relevant Policies and Procedures is provided for each family at this home visit (preferably beforehand so can be discussed at the Visit) or in the setting if the home visit is turned down. Parents sign the home visit check list to say they have read the Parent Handbook and Policies and Procedures, they also have opportunity to comment on them. If this is not signed at the Home Visit there is space on the Settling In To Pre-school form to sign.

On the child's first session at pre-school the family worker will greet the new family and show the child their registration name card, the child's coat hook and tray and then settle the child in an activity. They may use information gained about children's favourite activities from the home visit to ensure a suitable activity is planned. A family Worker would normally only settle in one child at a time.

The child's carer is welcome to stay as long as they feel necessary but encouraged to stay for at least one session if the child has had no contact with the setting before.

During the first session the family worker will aim to stay close to the child. They will introduce them to other children, show them where resources are located, explain what to do if they need the toilet and guide them through the routines.

During the child's first few weeks the family worker will make observations on how the child is settling in and complete the starting pre-school form. At the end of this period the family worker will meet with the carer and discuss how the child has settled in.

The family worker will continue to make observations on the child and build up a two way dialogue between the pre-school and the family.



Every child's settling in time will be unique to them and parents are to be reassured that children all take different periods of time to do this. Parents are best placed to know what form of settling in will suit their child and should feel free to discuss the process with a member of staff.

Signed:

Date: 10th Novemeber 2006