

# Settling In

## **14.1 Introducing New Parents and Children**

All new prospective parents and children will be invited to Pre-School prior to joining. This will give both parent and child a chance to meet staff and other children and to familiarise themselves with the Pre-School environment. Once a registration form has been completed and returned to Pre-School staff, will use the 'New Starter Checklist' (Appendix 13) to ensure all carers receive consistent information.

Having completed a registration form and a commencement date is agreed, when the child starts Pre-School, the parent will be given the option to stay to settle in the child for as long as they feel is necessary. During the child's first session a staff member will give the parent a phone call to allay any anxiety. A special first day diary will be completed by the child's keyworker to see how the child has been and what they have taken part in on their first session.

A maximum of 3 new children should be introduced to an existing class at any one time. If there is a large intake of children, they will have to start over several sessions.

Each child has a Key Worker who will make observations of your child's development and plan activities to ensure all areas of development are explored. Small targets are made and progress notes written. Key Workers are available most days to discuss issues with you.

Twice yearly parents' evenings are offered to parents to discuss progress made in their child's Learning Journey and a transfer record form will be discussed with parents before a child is transferred to their new school. Assessments are completed at 2 years – 2 ½ years, 3 years and 4 year old transition to school.

Each child has a tray for their letters and work being sent home. Lunch boxes are stored under the bench in the lobby area. Named water bottles are kept on the side unit in the main classroom.

Any parent that is able to offer us a special skill or learning opportunity within one of our curriculum topics is always very welcome.

### **Rest and Relaxation**

It is the Pre-School's policy that if a child is very tired, they are encouraged to have a quiet time and perhaps a short nap.

There will be opportunities for all children to have a relaxing time on soft cushions within the book corner areas, particularly after lunch and whenever a child needs a rest.

Parents are encouraged to discuss individual children's sleep patterns with the Manager, e.g. if a child is not sleeping at night so is very tired, a parent may be happy with a longer sleep.

### **Potty Training**

Most 2-3 year old children attending Pre-School are likely to be ready to start using the potty. On starting Pre-School parents / carers are urged to discuss and let us know when potty training is started at home and we will work with them to ensure there is consistency of approach at home and in Pre-School. There are bound to be a few "little accidents", so it is advised to have a change of clothes in their child's bag. The Pre-School has spare clothing, just in case.