Settling In

14.1 Introducing New Parents and Children

We believe that all parents and children have different needs and will settle into Pre-school at their own pace. We want parents to feel confident with the care we provide for their children. We will work with parents/carers to ensure that every individual child feels happy and secure.

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’ 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. We will work with parents/carers to determine the best strategies to help their child settle. If a child becomes distressed and cannot be comforted by staff we will call the parent/carer to return. If a child is distressed when the parent/carer leaves the session a member of staff will contact parent/carer once the child is settled. When parents leave we ask them to say goodbye and explain that they will be coming back. We acknowledge the feelings of the child if they are upset or concerned, supporting positive behaviour strategies.

Each child has a Key Worker who will be the key contact for the parents/carers and will help ensure your child feels safe and secure, promoting a positive relationship between Pre-School and home. They 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 if you wish to discuss something with them, or make a convenient time to suit,

Twice yearly parents’ evenings are offered to parents to discuss progress made in their child’s Learning Journey and a statutory 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. Healthy snacks to be provided am and pm in named containers. These are collected outside where parents place all snacks and drinks in their relevant labelled boxes.

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.