 www.squirrelspreschool.webeden.co.uk

Squirrels Pre-School Rugby Ltd

c/o Paddox Primary School

Fareham Avenue

Rugby

Warwickshire

CV22 5HS

01788 576167

**Settling-in Policy**

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| --- | --- | --- | --- |
| **A Unique Child** | **Positive****Relationships** | **Enabling****Environments** | **Learning and****Development** |
| **Value and respect all children and families** | **Keyperson** | **Value all people** | **Personal, Social and Emotional** |

**Statement of Intent**

We want children to feel safe, stimulated and happy in the setting and to feel secure and comfortable with staff. We also want parents to have confidence in both their children’s well being and their role as active partners with Squirrels.

**Aim**

We aim to make Squirrels a welcoming place where children settle quickly and easily because consideration has been given to individual needs and circumstances of children and their families.

**Methods**

* Before a child starts Squirrels, we use a variety of ways to provide his/her parents with information. These include written information (our prospectus) displays about activities available within Squirrels, information days and evenings and individual meetings with parents. Squirrels policy handbook is available to look at in setting.
* During the half-term before a child starts, we welcome the child and his/her parents to visit Squirrels.
* We allocate a Key Person to each child and his/her family before they start therefore enabling key staff to be involved in the initial settling period.
* We use pre-start visits and the first session at which a child attends to explain and update with his/her parents the child’s registration records, and to collect developmental starting points.

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**Methods (cont)**

* When a child starts Squirrels, we explain the process of settling-in with his/her parents and jointly decide on the best way to help the child to settle into Squirrels.
* Younger children will take longer to settle in, as will children who have not previously spent time away from home. Children who have had a period of absence may also need their parent to be on hand to re-settle them.
* When parents leave, we ask them to say goodbye to their child and explain that they will be coming back, and when. A member of staff will phone the parent to let them know they have settled if they wish.
* We do not believe that leaving a child to cry will help them to settle any quicker. We believe that a child’s distress will prevent them from learning and gaining the best from Squirrels. If a child becomes distressed and unable to settle we will telephone the parents and review the settling process with them, offering a more individual approach.

This policy was adopted at a meeting of Squirrels Pre-School Rugby Ltd held on

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Signed on behalf of the Board of Directors………..…………………………………………………………

 January, 2021

Date of policy review ……………………………………………………………………………………………….

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