Delaware Pre-School

Providing Quality Childcare Since 1969

Settling into Pre-School

We want children to feel safe and happy in the absence of their parents and carers, to recognise other adults as a source of authority, help and friendship, and to be able to share with their parents and carers afterwards the new learning experiences enjoyed in the pre-school. We also want parents to feel welcome and involved from the beginning.

In order to accomplish this, we aim to create a partnership with the parents and carers in the following ways:

- By creating opportunities for the exchange of information, using amongst other resources, a copy of the Pre-School's prospectus, and a shared approach to the enrolment form and All about me form, which we will offer to help fill in.
- By giving parents a starting date and a 'Starting Pre-School story book' to read to their child (enrolment form to be brought in on first day or before).
- If suitable session(s) are not yet available, by placing their child's name on the waiting list.
- By allocating a Keyperson to the new child before s/he starts pre-school.
- By offering a home visit the keyperson and Manager or Deputy are available to visit the home prior to the child starting. This enables us to get to know the family better and the child to meet us before starting Pre-School.
- The Keyperson will be available on the child's first day to meet the parent / carer and to help the child settle in. The Keyperson will work closely with the child/parents/ carers. We provide a photograph of the keyworker for the child to keep at home.
- By ensuring there are opportunities for parents and carers to inform the pre-school about their children's current achievements and interests, e.g. in their home learning information sheets/day to day communication/wow moments.

- By encouraging parents to visit the pre-school, by appointment, with their children during the weeks before an admission is planned.

- By introducing flexible admission procedures if appropriate, to meet the needs of individual families and children.
- By making clear to families from the outset that they will be welcome and supported in the pre-school for as long as it takes to settle their child with us.
- By reassuring parents whose children seem to be taking a long time settling into the pre-school.
- By introducing new families into the group on a staggered basis if necessary.
- By helping parents and carers, where appropriate, to separate from their children for brief periods at first, gradually building up to longer absences. The parent/carer may be required to stay during the child's first week. Parents and carers are encouraged to say "goodbye". Children will not be left to cry for long periods. Parents will be contacted if a child cannot settle. Cases where a child will not settle will be reviewed and their space temporarily withdrawn if the child is thought to be too young or not ready.
- On entry observations are written within the first 2 weeks, general well-being etc.

Staff members will provide observations and development records for children and identify their individual needs. The child's Keyperson will work closely with the child's parents and carers

Children cannot play and learn if they are unhappy. Our settling in procedures aim to help parents and children to feel comfortable in the Pre-School, and to ensure that children can benefit from what the group has to offer and feel confident that their parents and carers will return at the end of the session.

Parents and carers will not be charged for the two hours settling in sessions. Parents and carers can choose how to use these two hours, e.g. an hour one day and a hour another day or a two hour session. However after this time normal charges will apply.

	2025	2026	2027	2028	2029	2030	2031
Chair sign:	AA	AC					
Manager Sign:	HA	HA					
Date of review	July 25	July 26					
Date of	July 26	July 27					

Next review							

Changes 2025	N/A
Changes 2026	N/A
Changes 2027	
Changes 2028	
Changes 2029	
Changes 2030	
Changes 2031	