

Settling in Policy

At Springfields pre-school we want children to feel safe and happy within our setting as well as to feel secure and comfortable with staff. We also want you as parents to have confidence in both your child's wellbeing and your role as an active partner within our setting. At Springfields pre-school we aim to be flexible with our daily routine to suit the needs of each individual child.

Our Aims:

- To make the setting a welcoming space for your child
- To make the setting a place where your child can settle in quickly and comfortably.

Our Methods:

Before you register your child, we will provide you with the opportunity to visit our setting with your child and meet the staff team. We will allocate a **Key-Person** to your child. The Key-Person will welcome and look after your child during their first sessions and will continue providing your child with support throughout the settling in process.

When your child begins their first session with us, we will explain the process of settling in with you as parents and jointly decide on the best way to help your child settle into the nursery. We welcome you as the parent, carer or close relative to stay for as much of the session/s as you wish during the first weeks, gradually decreasing your time at the setting until your child is comfortable and well settled with us.

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 for whatever reason may also need you as parent to be on hand to re-settle them.

We consider a child to be settled when they have formed a relationship with their Key-Person. Each child should also be familiar with where things are and be happy to participate in activities.

When you leave your child, we ask that you say goodbye and fully explain to them that you will be coming back later and letting them know when you'll be back.

Within the first four weeks of starting we will establish a baseline for your child's learning and development. This will provide us with a guide to ensure children are progressing at a pace relevant to them.