



WILLOWDENE NURSERY SCHOOL

42 READING RD., CHINEHAM, BASINGSTOKE, HANTS RG24 8LT
TEL: (01256) 324191 FAX: (01256)324191

Settling In Policy

Statement of intent

We want children to feel safe, stimulated and happy in the pre-school 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 partner with the pre- school

Aim

We aim to make the pre-school a welcome place where children settle quickly and easily because consideration has been given to the individual needs and circumstances of children and their families.

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.2 Inclusive practice 1.4 Health & Well Being	2.2 Parents as Partners 2. 4 Key Person	3.3 The learning environment	

Methods

- Before a child starts to attend the pre-school, we use a variety of ways to provide his/her parents with information. These include written information (including our prospectus and policies), displays about pre-school activities, information days and individual meetings with parents.
- We are aware that young children need to feel secure and settled in their new environment and for this reason ,during the half-term before a child is enrolled, we provide opportunities for the child and his/her parents to visit the pre-school as many times as they like. Parents are not advised to leave their child at the pre-school until the child shows signs of feeling safe and secure.
- We ask parents to complete a baseline form to ensure all relevant information about the child can be known.
- When a child starts to attend, we work with his/her parents to decide on the best way to help the child settle into the pre-school.
- We allocate a key person to each child and his/her family, before he/she starts to attend.; the key person welcomes and looks after the child and his/her parents at the child's session times.
- We continuously discuss and work with the child's parents to create their child's record of achievement.
- Where applicable, parents are asked to complete forms detailing the child's sleeping, eating, and nappy changing routines. We also make enquiries regarding special comforters, words etc so that we are able to use these in the pre-school.
- Children will not be taken on an outing from the nursery until he/she is completely settled.