

## Settling In Policy and Procedure

Bus Stop Pre-School aims to ensure that new children and parents/carers joining the Setting feel comfortable, safe and secure. Bus Stop Pre-School respects parents/carers and children as their guides when carrying out the settling in process, however the Bus Stop team asks that new parents/carers trust in the team's knowledge and experience.

Bus Stop Pre-School has a Key Person system in place to ensure individual children and parents/carers are supported during their time at Pre-School. Please see the Key Person policy.

During the first stage of the Admissions process parents/carers are asked to complete and return the following forms;

- Expression of Interest form.
- Child Record form.
- Non-Refundable Deposit form.

Please also see Admissions Policy.

Once these forms are completed and returned and parents/carers have accepted full days offered by Bus Stop Pre-School in writing, they are able to begin the settling in process.

The process is as follows;

Parents/carers are sent a Starter Pack which includes:

- Information letter including Start Date, invitation to Settling in Session and Parent - Information Evening, the name of child's Key Person and directions to provide a full copy of their child's Birth Certificate, 2 year old check (if already completed) and Red Child Record book (given at Birth).
- Learning Journey explanation sheet.
- Learning Journey - including; Parent and Child Details form, About Me and All About my - Child form and Parent Comment form, Outside Agency Involvement and Under 2's About Me form (if applicable).
- Child Record form - including; Trip, Photo, Medical Emergency consent.
- Parent Childcare Contract.
- Photo Collection Sheet.
- Preferred Session form.
- 'How did you find out about us Questionnaire'.
- Meals, Snacks and Drink Information sheet.
- Example Menu.
- EYPP Information letter and application form.
- Parking Permit.
- Privacy Notice.

- Operation Encompass information letter.
- List of Literacy websites for parents to use at home with their child.
- Clothing and Footwear checklist.
- Toilet Training Top 12 Tips.
- Supporting your child to transition from Home to Pre-School Top Tips.

Parents are asked to complete/read and bring along the above forms to the Parent Information Evening to share with their child's Key Person.

### Settling in Session - Free session for new children and parents/carers

In September the number of new families joining Bus Stop Pre-School is larger than during other times of the academic year. To ensure every child and parent feels supported and happy within their new environment Bus Stop Pre-School holds a Settling in Session for all the new children. The session takes place in early September before the start of the new academic year. Depending upon the number of new children joining the Pre-School, two settling in sessions can be held in September. Children joining Pre-School during the academic year are invited in to settle during a normal Pre-School day.

During a settling in session the children are able to explore the activities and resources at Bus Stop and to get to know the Bus Stop team members and to spend time with their Key Person. These sessions also provide a great time for new families to meet and make new friends.

During the settling in session parents/carers are reminded that they must remain on the premises with their child/children during the session and remain responsible for them throughout the session.

### Parent Information Evening - Free session for parents/carers

This session takes place before the children's Settling in Session in early September/late August. For this session children are not invited to attend, as it is a time for the parents/carers to familiarise themselves with their child's new learning environment and for them to have the opportunity again to meet the Bus Stop team.

During the session the parents/carers are brought together to read and understand Bus Stop Pre-School's Induction Checklist with the settings Management team. This provides parents/carers with the opportunity to ask questions or discuss any concerns with the team regarding policy and procedure.

Parents/carers are given a photograph of their child's key person to share with their child at home. Parents/carers are also given an Induction folder which includes:

- Induction Checklist.

- Wow Moment sheet.
- Password envelope.
- Family Tree.
- Healthy Teeth pack.

### September Start Dates

To ensure existing children, new children and the Bus Stop team do not feel overwhelmed on their first week of term, all new children are staggered in over a two week period from the start of the second week of the September term. In July the Bus Stop Management team allocates all new children with their individual start dates for the September term. Bus Stop Pre-School is aware that many parents/carers may have to organise childcare for September, so parents/carers are informed of these dates as soon as possible. Please see Admission Policy for further information on Start Dates.

### Settling In - During the first few weeks

The Bus Stop team understands that the settling in process is individual for every child and their parents/carers and for many children it may take several weeks before they feel settled at Pre-School. Bus Stop Pre-School also understands that just as the children are being settled in, their parents/carers are being settled in too, particularly if they are first time parents/carers.

On a child's first day the Bus Stop team telephone parents/carers once during the day explaining how their child is getting on, giving reassurance to parents/carers. This may take place for several days, depending on how a child is settling and or how a parent/carer is feeling during Arrival time.

The Bus Stop team uses several different strategies during the first few weeks as children settle, these strategies are dependent upon individual children's well-being. Please see below:

- Staff members may telephone parent/carer and suggest that they return to spend the rest of the day with their child. This supports their child to understand that parents/carers will come back.
- Staff may suggest that on a child's first day/first week a parent/carer collects their child after lunch easing a child into full days. **Top Tip** - from our experience children who begin full days straight away settle more smoothly; they often have tears in the morning, however by the afternoon they are happy and settled.
- Parents/carers may be invited in to stay for a few minutes to settle their child at an activity. Staff always encourage parents/carers to say good bye to their child, so their child is not surprised that they have gone.
- Parents/carers are asked to be available by telephone during the first few days as their child settles in the event the above strategies are used.

### Supporting the Transition from Home to Pre-School - Suggestions for parents/carer

- Complete the About Me forms included within the Starter pack. This enables staff to know a child's routine and favourite activities.
- Attend the Settling in Session. This enables the children to explore and become familiar with their new learning environment and meet the Bus Stop team.
- Attend the Parent Information Evening. This enables parents to ask questions and to begin to build a positive partnership with the staff team.
- Show the child the photograph of their Key Person. This person can become a familiar face and name for the child.
- Bring along your child's comforter. This can support them by having an object from home that is familiar to them.
- Encourage your child to walk rather than to be carried onto the Pre-School premises (age dependant) as this often makes the hand-over to staff at the door smoother.
- Support your child to hang up their coat and bag on their chosen peg and place named pebble above peg. Parents/carers to say goodbye at the front door rather than squeezing in the tight hall way, again this makes the hand-over at the door smoother.
- Ensure you give a kiss, a cuddle and say goodbye to your child at the door and reassure them that you will be back later.

### What happens if a child does not settle?

In the event that a child does not settle at the Pre-School and the Bus Stop team has given appropriate support, encouragement and put into practice the strategies as mentioned above, the Management team will approach the parents/carers and give their honest professional opinion of what they feel would be in the best interest for the child.

This policy was adopted in November 2010, to be reviewed annually in September.

This policy was reviewed in September 2023, to be reviewed in September 2024.

Signed by Owner: \_\_\_\_\_ Manager: \_\_\_\_\_