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Procedure for Settling In New Children

At Monkfield Park Care and Learning Centre we work in partnership with parents/carers to ensure that:

· Children are valued as individuals.

· Children feel happy and secure when attending the Centre.

· Children develop confidence, independence and a positive self-image.

· Children are educated to build the foundations for life long learning.

Monkfield Park Care and Learning Centre

**Procedure for Settling In New Children**

At Monkfield Park Care and Learning Centre, we aim to provide each child with a nurturing and positive start to pre-school.

The following procedures will be followed for each new child:

**Parent and Child Session**

Prior to starting, children are invited to visit the pre-school with their parents or carers, usually at the end of the term before they are due to start. Staff will be on hand to meet the children and parents and answer any questions they may have. Parents will be given an All About Me booklet to complete with key information about their child. The booklet should be returned to the Centre before the child starts pre-school.

**Home Visit**

All families are offered a Home Visit by their Key Person and another member of staff. This will take place either at the end of the term before entry or just before the new term begins. Home Visits will last approximately 30mins. The purpose of the Home Visit is to enable the child to meet pre-school staff in the security of their home, allowing them to become a trusted, 'familiar face'. It also provides an opportunity to share and check through information about the child's needs and interests and for parents to raise any concerns or questions they may have.

During the visit, staff will take some photographs of the child and their family to be used for display purposes and to form the first observation in the child’s Learning Journey. Staff will also discuss the Settling In Procedure and what parents should expect during their child’s initial few sessions. After the visit, the Key Person will share any important information with the rest of the staff team. They will use the information gathered from the All About Me booklet and the Home Visit to help ease the child's transition into pre-school.

Any parents declining a Home Visit will need to meet with the pre-school Teacher or Key Person at the setting to check all important information regarding their child had been shared before their child can start at pre-school.

**Starter Session**

In the first instance, each new child will be allocated a 1 hour ‘starter session’. This will allow the Key Person to give them individual attention and to begin to build a relationship. Each child will have a cloakroom peg and name card prepared for them. If children are comfortable to stay without their parent or carer for this session they are encouraged to do so, but parents may stay with their child if they are showing signs of distress.

**Initial Sessions**

At the end of the starter session, the Key Person will discuss the child’s future session timings and settling in with the parent. Depending on the child’s needs we may recommend further shorter sessions for a while, building up to full days (if requested) gradually. We may also suggest arriving at pre-school slightly later after the main ‘rush’ for a few sessions, in order to give the child more support and a calmer start if needed. We recognise that many parents work and aim to be flexible in response to this. However, the well-being of the child remains our priority.

Over the initial sessions, the child’s Key Person will ensure that they are welcomed in and supported in play, self-care and learning routines.

**Extra Support**

We recognise that all children are different and settle over a range of time scales. If children are still struggling to settle after the first few sessions, the child’s Key Person will work together with the parent to draw up a more gradual settling in program as appropriate to the needs of the child and family, aiming to provide consistency of staff and routine. For some children this may mean parting for just very short periods of time in the first instance. Children will be allowed to bring in a comfort toy if this helps them to settle.

This procedure will be shared with parents in their child’s place confirmation email. It will then be discussed again during the Home Visit.