



SETTLING IN PRE-SCHOOL – POLICY AND PRACTICE

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

In order to accomplish this, we will:

- organise “Meet and Greet” sessions each new term. Parents/Children have the opportunity to meet with their key person. Also an opportunity for parents to meet other new parents and the children to meet their new friends.
- encourage parents to visit the pre-school with their children during the weeks before an admission is planned.
- introduce flexible admission procedures, if appropriate, to meet the needs of individual families and children.
- reassure parents whose children seem to be taking a long time settling into the pre-school.
- introduce new families into the group on a staggered basis, for example two new children a day for a week rather than 10 new children all at once.
- we organise a “New Starters” morning/afternoon so new children become comfortable in their surroundings, in a small group, getting to know their key person, prior to the other children attending.
- introduce the key person to the child and parents who will report directly to parents/guardians and hold regular meetings with them.
- organise a home visit if the family are happy for us to come
- be in touch with any other settings/childminders if the child attends another one

Children cannot play or learn successfully if they are anxious and unhappy. Our settling procedures aim to help parents to help their children to feel comfortable in the pre-school, to benefit from what it has to offer, and to be confident that their parents will return at the end of the session.

This policy was adopted at a meeting of the pre-school held on (date)

29/09/2025

Signed on behalf of the pre-school

This policy will be reviewed in February 2026