



Settling In Policy

At St Michael's preschool, we want children to feel safe and happy in our setting as well as to feel secure and comfortable with the staff. We also want parents to have confidence in their child's wellbeing and the relationship with their key person.

Our settling in policy aims to make preschool -

- A welcoming space for your child.
- A place where your child can settle in quickly and comfortably.

Before a child starts preschool, we ask parents to visit a session with their child to meet the staff, other children and introduce them to the new environment. Parents can then talk to their child about the people, activities and routines and let them know when they will pick them up before they start.

We ask parents to communicate with us anything they would like us to do to make starting at preschool as happy and stress free as possible. Parents will be given an 'all about me' form to complete for their child which we will discuss with the parents to gain a better understanding of how to best support their child.

When a child starts preschool, we will allocate a **Key Person** who will welcome and look after the child during their first sessions and will continue providing support throughout the settling in process. The key person will support the child during the transitions of the day and make sure they understand where everything is. The key person is also there to support parents who are feeling emotional or anxious and provide open communication about how things are going.

We take steps to ensure that the transition into the setting goes as smoothly as possible. We have various strategies to help children feel secure, including having clear and predictable routines, a visual timetable for the morning, a consistent approach throughout the session and giving children special responsibilities when they arrive in the morning.

We ask that parents say goodbye when they leave in the morning and fully explain to their child that they will be coming back later, for example, 'I will be back when you have had a play and a story'.

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. Younger children may 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 their parents to be on hand to re-settle them. Parents are welcome to stay for longer during the first few sessions if this helps their child to feel secure.

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St Michael's Preschool