



## **SETTLING IN POLICY**

We want children to feel safe and happy in the absence of their parents/guardians, to recognise other adults as a source of authority, help and friendship and to be able to share the new learning experiences enjoyed at Little Owls Pre-School & Nursery.

Our settling in policy aims to help families settle into their new pre-school environment and ensure their child benefits from all opportunities.

In order to accomplish this we will:

- Encourage parents/guardians to visit Little Owls Pre-School & Nursery with their child prior to starting Pre-School.
- Agree with parents/guardians how we will introduce and settle their child(ren) into the group. e.g. talk about their worries, likes and dislikes etc.
- Send an email to confirm settle date and information regarding what is needed and drop off procedure.
- Introduce child(ren) to a small group of children, over a period of many sessions.
- Ensure the individual needs of the child and family are met.
- Give each child the appropriate time to settle and provide extra settle sessions if needed.
- Reassure parents/guardians who are anxious about their child by phoning them when their child is settled and giving them information about activities they are involved in and general welfare.
- If a child is distressed and is unable to settle, we will end the session early and ask a parent/ guardian to come and pick them up. This prevents a negative experience and Little Owls will build off the sessions, going forward.