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Settling in Policy

At Horfield Welly Pre-school we aim for all of our children to feel happy and secure while separated from their families. We have a flexible approach to settling in that gives consideration to individual needs of children and their families.

Prior to starting at Horfield Welly preschool, families are welcome to book a show-around visit to see the preschool environment and ask any questions they may have. Once a space is allocated the following procedure is followed-

- Information about the child will be collected on registration forms.
- A key person will be allocated prior to the child starting (see key person policy for more details)
- Prior to their first session children will be offered stay and play sessions, usually taking place between 10-11am . Parents and carers are encouraged to stay for at least the first settling in session. We understand that some children may require more settling in sessions than others.
- Key workers will offer a home visit to see the child in their home environment and gather more information about them on our 'all about me' sheets.

After a child's start date, we can still offer a flexible approach to settling in if needed. Some options include

- Parents/carers to stay with their child at the setting, however, past experience has taught us that the best way is to say goodbye and leave the child with a known member of staff. Although this may be upsetting for the adult, children are usually much quicker to adapt.
- Dropping off later or picking up earlier, gradually building up to a full session (please note that full fees are payable from the start date)

Parents are welcome to phone or email the setting for an update on their child, however please note we may not always be able to answer/reply immediately. If a child is distressed staff will always phone their parent/carer and give them the option to return to the setting or to pick their child up.