

## ISLEHAM UNDER FIVE'S ASSOCIATION

Isleham Pre School is managed by an elected committee of parents.  
It is situated in the grounds of the local school in the village of Isleham.  
Children who attend the setting come from mixed socio economic backgrounds.  
They are drawn from Isleham and the surrounding villages.

### Settling in policy

We aim to make the setting a welcoming place where children settle quickly and easily because consideration has been given to the individual needs and circumstances of children and their families.

- Prior to a child starting the setting parents/carers will receive a welcome pack containing information about the pre-school, including our prospectus and CD of the settings policies.
- During the half term before a child is enrolled, we provide opportunities for the child and his/her parents to visit the setting.
- We allocate a key person to each child and inform his/her family before they start. The name of the key worker will be in the welcome pack
- When a child starts to attend, a member of staff will explain the process of settling-in with his/her parents and jointly decide on the best way to help the child to settle into the setting.
- Parents/Carers are welcome to stay, gradually taking time away from their child, increasing this as and when the child is able to cope.
- Younger children will 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 may also need their parent to be on hand to re-settle them.
- We judge a child to be settled when they have formed a relationship with their key- person; for example the child looks for the key person when he/she arrives, goes to them for comfort, and seems pleased to be with them. The child is also familiar with where things are and is pleased to see other children and participate in activities.
- When parents/carers leave, we ask them to say goodbye to their child and explain that they will be coming back, and when.
- We do not believe that leaving a child to cry will help them to settle any quicker. We believe that a child's distress will prevent them from learning and gaining the best from the setting.
- We reserve the right not to accept a child into the setting without a parent/carer if the child finds it distressing to be left. This is especially the case with very young children

This policy was adopted at a meeting of Isleham Pre-school held on.....

Signed on behalf of the management committee.....