



Broomley Pre-School
Main Road
Stocksfield
Northumberland
NE43 7NN
Tel:01661 844477
Registered Charity No. 1069127

Broomley Pre School
Settling in policy

Statement of Intent

Here at Broomley Pre School we are aware that children develop in individual ways and at varying rates therefore we offer a flexible settling in procedure to meet those individual needs.

Children need to feel safe, secure, stimulated and happy in order to grow socially, emotionally and physically. They need to feel comfortable with the practitioners and within the setting. We want parents to have confidence in their children's well being and their own active role within the Pre School. Children feel more of a sense of belonging when their parents are also involved.

Aims

We aim to make Broomley Pre School a warm welcoming place where children settle quickly and families feel welcome.

We are aware that many factors will influence children's and family's sociability, consideration will be given to those individual needs.

- Before a child starts to attend the setting, we use a variety of ways to provide Parents/Guardians with information. These include written information (including our prospectus and policies), information days or evenings and individual meetings with parents.
- 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 who will be responsible for compiling their 'learning journal' and will also get to know the children as individuals to ensure their needs are met.
- We realise that some children settle more easily than others and will work with you to help your child settle as quickly as possible.
- We collect the children from the gate as we find that they separate from their adult more easily and settle quickly. If a child is finding this upsetting, then we will work with you to ease them in gently.
- We reserve the right not to accept a child into a setting without a parent or guardian if the child finds it too distressing to be left.
- Your child is welcome to bring a comforter when they come to Pre School but as the year progresses, we recommend not to bring in toys, unless for a special reason, as they often get mislaid or mixed in with the settings resources which can cause upset.
- We do not believe in leaving a child to cry or be upset. If for some reason your child becomes distressed and we are not able to comfort them, we will contact you by telephone to see how we can resolve the situation.

Tina Gray (Pre-School Manager)

This policy was adopted at a committee meeting of

Broomley Pre School

Held on: April 2023

Date to be reviewed - April 2024

Signed on behalf of the management committee:

Name of signatory - Vanessa Hucklesby

Role of signatory - Chairperson