

# Fairfield Playbox Pre-School

## **SETTLING-IN POLICY**

### **Statement of intent**

We want children to feel safe, stimulated and happy at Playbox and to feel secure and comfortable with staff. We also want parents to have confidence in both their children's well being and their role as active partners with the preschool.

### **Aim**

We aim to make Playbox 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.

### **Methods**

- Before a child starts to attend the preschool, we use a variety of ways to provide his/her parents with information. These include our Website, our 'Information Pack' containing registration form, curriculum information, general information sheet and term dates.
- Whenever possible, we also provide opportunities for the child and his/her parents to visit the preschool before starting at Playbox. They may also have visited our Stay and Play sessions.
- Prior to a child starting to attend, we explain the process of settling-in with his/her parents and jointly decide on the best way to help the child to settle. The child's Key Worker is introduced to the child and parent and helps in the settling-in process.
- Younger children may take longer to settle in, as may 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 Worker, the leader or another member of staff or volunteer; 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 leave, we ask them to say goodbye to their child and explain that they will be coming back, and when. For example: "I'll be back after Song Time".
- We do not believe that leaving a child distressed for a period of time will help them to settle any quicker. We believe that a child's distress will prevent them from learning and getting the best from the preschool. We may ring the parent or carer and ask them to return to collect their child.

**This policy was last reviewed on 30.9.25**

**Signed on behalf of the Management Committee by Alan Clatworthy (Chair)**

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