



Moulton Pre-School's Settling In Policy

Pre School Visit

The Children can start Pre-School from the age of 2 years. If you would like a home visits these can be arranged at suitable times for both parents and preschool.

A welcome pack will be given prior to your child's 1st visit which contains a brief outline of the policies which are found in the prospectus and educational policies Moulton Pre-school follow. Loose forms which are included in the welcome pack should be signed and returned on the 1st visit these including a registration form, listing: telephone number and addresses of contact or places of work for both parents (where applicable) during session time. Name, address and telephone number of family doctor, medical conditions and their child if the need arises. This is kept at Pre-School and will not be accessible to anyone other than the supervisors and staff respecting complete confidentiality.

On arrival you and your child will meet all members of staff who will welcome you into a warm and friendly atmosphere.

The supervisor or the child's keyworker is present to answer all the Parents / Carers questions and to give the Parent / Carer all the relevant information on the running of Pre-School e.g. where the toilets are, tour of the play setting, what and when refreshments are available etc. The supervisor / Administrator will allocate sessions (if not already agreed) and issue a welcome pack per child.

Starting Pre-School

When children first start Pre-School, if they show signs of being unsettled, the Parent / Carer is to be encouraged to remain at Pre-School during the 1st session or until such time as the child is settled. Once the child is settled and the parent / Carer feels confident enough, the Parent / Carer will leave the session for a short period of time, this time will be gradually increased until the Parent / Carer is able to leave for the full session.

To help an unsettled child a member a staff will work closely with a Parent / Carer to discover possible ways to integrate the child i.e. toys that could possibly be put out that are particular favourites, or the child perhaps bringing in a favourite teddy from home. A key worker will be assigned to each child once they have started and this person will be the main point of contact for any home progress reports.

After a Parent / Carer has left if the child becomes distressed during a session for longer than twenty minutes, or is completely inconsolable, the Parent / Carer will be contacted to come in and stay for play sessions to help to integrate the child into Pre-School life with the assistance of one member of staff.

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MOULTON PRE-SCHOOL'S SETTLING IN POLICY

A copy of our policy document can be found on Moulton Preschool web site. This document relates to all aspects of Pre-School, listing all our policies, procedures and practices e.g. special needs, arrivals and departures, health and safety, behaviour and equal opportunities etc. Once a place has been accepted then these policies, procedures and practices are agreed by Parent/ Carer.

Each child is respected as individual and unique, show that they are valued in play setting for the qualities, skills and attributes they bring with them, of themselves and their family culture, religious belief and past experience.

