



Settling in Policy

At Windsor Kindergarten we want children to feel safe, stimulated and happy to feel secure and comfortable with the team. We also want parents to have confidence in both their child's well being and interaction with us. We aim to create a welcoming place where children settle easily and quickly.

How we settle children into our setting:

- Before a child starts with us we use a variety of ways to provide parents with information. The website and prospectus give valuable information.
- A comprehensive starter pack is given to parents and includes some policies, and practical information about the setting.
- We use display within our setting to illustrate our activities, as well as the regular emails you receive via 'Tapestry'.
- Before a child starts at the Kindergarten we arrange 'Parent and Toddler' groups, a home visit, and visit day to enable them to familiarise themselves with the setting.
- We allocate a key person to each child and family who will look after them and be a first point of call. The key person welcomes the child and their family during their visit and settling in process.
- We use our visit day to explain further about our setting, answer any questions and check over registration details and health information.
- The key person and parent will discuss how best we can go through the settling in period.
- We feel that parents know their child best so are the best people to lead this process, but we are open to flexibility. We ask parents to stay with their child on a visit day, to allow the child to increase their independence as the child feels able to cope.
- We fully understand that some children will take longer to settle than others and we ask that parents are able to work with us so we can both give the child this time and patience they may need to settle.
- A child is settled when they have developed a relationship with their key person, they are comfortable and pleased to be with them.
- When parents leave their child we do ask that they say good-bye and explain that they will be coming back.
- We strongly believe that simply leaving a child to cry will not help them settle quicker. The child's distress will prevent them from moving on.
- In the child's early days with us we will ask parents to come back earlier than the end of the session so that the child achieves over a shorter session.
- For those children who find it too difficult to settle, it may be that nursery is not for them at the present time. We will do our utmost to follow/continue the process (as it is usually a success) but in very few situations it may be a better option to defer to another term if it is in the child's best interest.



This policy was adapted by -

The Director, Managers and Team of Windsor Kindergarten

Date -

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Name of signatory -

Tanya Webber