



Settling in Policy

At Windsor Kindergarten we want children to feel safe and secure in the nursery and After School Club. 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 pack includes some policies and provides valuable information.
- We use displays 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 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 contact. The key person uses their expertise to help the child settle into the Kindergarten
- We fully understand that some children will take longer to settle than others and we ask that parents are able to collaborate with us so we can both give the child the 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 gains confidence during the session.
- For those children who find it too difficult to settle, it may be that the nursery/After School Club 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 next term, if it is in the child's best interest.

Policy reviewed August 2023