**Settling In Policy**

A child who is tense or unhappy will not be able to settle in properly, so it is important for parents and our staff to work together to help the child to feel confident and secure in the group.

Our staff understands that this may take longer for some children than others therefore have the following settling in policy:

* Ensure that parents/carers are reassured and do not feel worried if their child takes a while to settle
* All children will be eligible for optional visits (up to two and half hour long sessions accompanied by an adult) during the term prior to commencing Pre School, to familiarise with the setting and routines. This may be an open day for children starting in a large intake accompanied by their parent/carer or a child joining us on a normal routine pre school day
* Each child will be allocated a member of staff to be their key person. This member of staff will introduce themselves to the child and their family/carer and explain their role as a key person. The key person will help the child settle into Pre School, and support them when their parent/carer leaves. Please also see our Role of the Key Person and Professional Love Policy.
* Each child will be treated as a unique individual and may bring a comfort toy/blanket if necessary to help them settle. These will be put into the child’s tray if not required or needed later in the day.
* Staff will work with parents on an action plan if any child takes a while to settle in.
* We understand that each child is different and we will be flexible in working with individual families to settle their child how they feel best.
* Regular contact and feedback will be given to parents while the child settles in.

This policy was adopted by Kingfisher Kindergarten Ltd

On 22nd January 2019

Date to be reviewed Annually

Signed on behalf of the provider La-Ryne Baker

Role of signatory Owner