



POLLYANNA PRE-SCHOOL CIO

SETTLING-IN POLICY

Statement of Intent

We understand that starting preschool is a significant step for both children and their families. Our aim is to create a welcoming and supportive environment where children can gradually adjust to their new surroundings, routines, and relationships. Collaboration with families is key to ensuring a smooth and positive transition. The settling-in policy ensures that children and their families feel comfortable, safe, and secure as they transition into the preschool environment. This policy outlines procedures to help children adapt at their own pace while fostering trust, emotional security, and a sense of belonging.

Procedure

1. Pre-Admission

- **Initial Visit:** Families are encouraged to visit the preschool with their child before submitting an admissions form to explore the environment and meet staff.
- **Information Gathering:** Parents/guardians complete an "All About Me" form to provide details about the child's preferences, routines, allergies, and comfort items.
- **Welcome Pack:** Families receive a welcome pack outlining the preschool's routines, policies, and contact information via email.

2. Settling-In Process

- **Standard Settling-In Sessions:** All children are invited to two settling-in sessions, of which consists of 1x one hour session where the parent/carer will stay and meet their child's keyperson and 1x two-hour session where the parent/carer may leave their child in the setting providing their new starter paperwork has been completed and returned.
- **Flexible Schedule:** Should the child require additional settling-in sessions, this can be arranged with their keyperson and manager.
- **Parental Involvement:** Parents/guardians are welcome to stay with their child during the initial sessions, gradually reducing their presence as the child gains confidence.
- **Key Person System:** Each child is assigned a key person who builds a trusting relationship with the child and family, acting as the primary point of contact.

3. Supporting the Child

- **Comfort Items:** Children are able to bring a familiar item (e.g., a blanket, toy) to ease the transition. However, once they have settled, we encourage them to leave these in their bag or be left at home to keep them safe.
- **Emotional Support:**
- **Observation:** Staff closely observe children during the settling-in period, noting their interactions, comfort levels, and areas requiring additional support.

4. Parent Communication

- **Daily Updates:** Parents receive verbal or written updates about their child's day, including activities, meals, and emotional well-being.
- **Feedback Loop:** Staff work collaboratively with parents to address any concerns and adjust the settling-in process as needed.

5. Transitioning to Full Attendance

- **Gradual Build-Up:** Children can start their full allocated session following their initial two settling-in sessions. Should the child require more support in transitioning, attendance times can be reduced and then extended gradually, based on the child's readiness and emotional adjustment.
- **Celebrating Milestones:** Staff celebrate small successes with the child and family to reinforce positivity about their Pollyanna Pre-School CIO journey.



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Roles and Responsibilities

1. Staff Responsibilities:

- Foster a warm, welcoming, and inclusive atmosphere.
- Communicate openly and regularly with parents/guardians.
- Monitor and document each child's progress during the settling-in period.

2. Parent/Guardian Responsibilities:

- Provide accurate information about the child's needs and preferences.
- Engage actively in the settling-in process, including staying with the child initially as needed.
- Communicate concerns or changes in the child's routine or behaviour.

3. Preschool Management Responsibilities:

- Ensure staff are trained to support children during transitions.
- Review and update the settling-in policy regularly.

Review and Approval

This policy was reviewed and adopted on: _____ 1st September 2025 _____

Signed by Management Committee: _____  _____

Print Name: _____ NIKITTA WEHRLE _____

Monitoring and Review This policy will be reviewed annually or as needed to ensure it remains effective and responsive to the needs of children and families.
