

This school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.



Settling into Woodlands Pre-school Policy

At Woodlands Pre-School, we want children to feel safe, stimulated and happy, in both the setting and with the staff. We also want parents/carers to have confidence in both their children's well being and their roles as active partners with the Pre-School. We aim to make Woodlands a welcoming place where children settle in quickly and easily. To do this:

- We provide the parents with a prospectus and have individual meetings with them before their child starts at Woodlands. Parents are given a selection of policies in their welcome pack and shown where the policy folder is kept and that it can be viewed at any time.
- If practical, before the child is enrolled, we provide opportunities for them and their parents/carers to visit Woodlands and have a stay and play session.
- We allocate a key person to each child and family before they start Pre-School. The key person will look after the child and parents during the settling in process and jointly decide on the best way to help the child settle in.
- Our settling in sessions consist of small visits as laid out below and are generally either between 9.30 and 11.30am or 1.00 – 2.30pm:

1st Settling session – usually lasts one and a half hours where you will meet the Key person and complete necessary documentation. If your child is happy you may leave then for a short time.

2nd settling visit – the child can be signed in and if child is happy or parent/carer is happy to let the key person support the child, they may leave and return at the predetermined time.

3rd settling visit **THIS WILL BE CHARGED** unless your child leaves within two hours

ALL SUBSEQUENT SESSIONS WILL BE CHARGED

- When parents/carers leave, we ask them to say goodbye to their child and explain that they will be coming back and when.
- We reserve the right not to accept a child into Woodlands without a parent/carer if the child finds it distressing to be left.

November 2018 Review September 2020

“For I know the plans I have for you... plans to give you hope and a future.” Jeremiah 29:11