

## Settling into Playschool Policy and Procedure

We aim to make Wigton Moor Playschool a welcoming place where children settle quickly and easily because consideration has been given to their individual needs and circumstances of children and their families. We want children to feel safe, stimulated and happy in the setting and to feel secure and comfortable with the staff. We also want parents/carers to have confidence in both their children's well-being and their role as active partners with the setting.

Our setting procedures aim to help their children to feel comfortable in Playschool. We will:-

- Encourage parents/carers to visit with their children before an admission is planned to help them settle;
- Provide parents/carers with a 'welcome pack' which gives details of playschool's practices and procedures as well as essential forms eg, health forms and parental permission forms which must be returned to playschool;
- Encourage parents/carers to dress their children in clothes appropriate to the setting eg, clothes that children are able to manage independently, to provide weather and season appropriate clothes and footwear for outdoor play.
- Make clear to families from the outset that they will be supported in the Playschool for as long as it takes their child to settle in there;
- Reassure parents whose children seem to be taking a long time to settle into Playschool;
- Encourage parents, where appropriate, to separate from their children for brief periods at first, gradually building up to longer sessions;
- Reserve the right not to accept a child into Playschool without a parent/carer if the child finds it too distressing to be left. We believe that a child's distress will prevent them from learning and gaining the best for the setting.

Each child will have a designated key person. The Key person's role is to help ensure that every child's care is tailored to meet their individual needs, to help the child become familiar with the setting, offer a settled relationship for the child and build a relationship with their parents/carers. When available, the Key Person acts as the key contact for parents/carers.

However parents/carers are able to liaise with Dawn or Stephanie and/or other members of staff. Each key person is allocated a group of several children and is responsible for uploading photographs and observations onto their children's personal learning journal as well as monitoring the child's development and progress.

The Key Person is responsible for:-

- Keeping their children's personal learning journals up to date;
- Uploading the information given by parents/carers on their child's All About Me form to their key children's on-line profile;
- Developing a personalised plan in the form of half term summaries/exchange of information sheets and to demonstrate how they intend to support the child's development and plan activities based upon a child's needs within the setting;
- Sharing information where appropriate on a regular basis with other members of staff.
- Sharing information on a regular basis with the child's parents/carers;
- Sharing information on a regular basis with other childcare providers, where appropriate;
- Completing a transition form on a child's departure from Playschool for parents/carers to pass onto their new setting;
- Spending time with the children in their key group to encourage positive relationships, make observations and to encourage their children to achieve.

- Completing the progress check at 2 for children that are two years old. This written summary must describe the child's progress in the 3 prime areas of learning and highlight the areas in which the child is doing well or may need extra support. The Key Person is expected to work closely with the child's parent/carer in order to deliver the extra support. The written summary is to be passed on to the child's parent/carer.
- Completing the Achieving Two Year Old Form for children who are in receipt of the Two Year Old Grant just before they reach their 3<sup>rd</sup> Birthday.
- The progress check will describe the actions that will be taken to address any developmental concerns (including working with other professionals where appropriate) as agreed with the parents/carers.

This policy was adopted by

	_____	<i>(name of provider)</i>
On	_____	<i>(date)</i>
Date to be reviewed	_____	<i>(date)</i>
Signed on behalf of the provider	_____	
Name of signatory	_____	
Role of signatory (e.g. chair, director or owner)	_____	