



## Settling in Procedure

- Parents who contact the pre-school with a view to enrolling their child are invited to come for a visit and provided with a Registration Form, Prospectus, Fees policy and information about Elm Club
- On receipt of the completed Registration Form the pre-school manager will contact parents/carers to consult them about what sessions are required and when they would like to start.
- Parent and child are invited to a settle session prior to their start date.
- During this session the child is able to adjust to their surroundings and take part in activities with support from a parent or carer.
- The parent and child are introduced to their key person who provides support alongside the parent to begin to establish an attachment with them.
- The settle session provides the opportunity for the parent or carer to ask questions and find out more information on the day to day routines of the setting as well as an opportunity for the key person to get to know the child.
- The parent fills in the enrolment form which includes permission information. They are provided with a welcome pack containing all relevant information needing for joining the pre-school.
- Key person explains our policies and procedures to parents with particular focus on policies such as safeguarding and our responsibilities under the Prevent Duty.
- Parents are welcome to stay for a long as they wish during this session to give them time to gain all the information and support that they need.
- Any additional needs and application for the Free Entitlement grant may also be discussed.
- Parents are invited to sign up to our School Money payment system and Tapestry online learning journal. They are also asked to complete an online 'About Me' form on Tapestry, prior to their child's start date.
- On the child's first day we ensure parents are given as much time as they need to settle and drop off children. We realise each child is an individual and we use information from their Learning Journals to follow their interests and provide activities that they will enjoy.
- We check that the contact phone number is correct and that the parent is available in case the child becomes distressed.
- During the first session the key person will spend time getting to know the child and support them.
- At pick up time the key person chats with the parent/carers about how the morning has gone. We realise that settling in period can be difficult for parents as well as children and respond sensitively to their needs.
- The key person continues to work closely with the child and is responsible for compiling the Learning Journal and planning next steps in partnership with parents and carers.