Policy for settling children into the setting

1. Parents / Carer’s will be invited to bring their child to a kindergarten session of one hour at least six times in the term prior to their official start date. At these visits there will be an opportunity to meet with some of the teachers and the Headteacher and time to play with the toys in the setting.

2. Children will have the opportunity to experience a story time/ singing session during these visits and will be encouraged to sit with their parent / carer with the rest of the group. Parents / Carer’s will be asked not to force their child to sit and listen as this visit must be a positive experience for all.

3. Parents / Carers will have an opportunity to talk with the teacher / Headteacher about their child’s dietary, medical and toileting needs. Parents / Carer’s will be asked to complete the child’s emergency contact form, giving doctors details and other necessary information such as allergies and vaccinations.

4. We ask parents to try to ensure that their child is toilet trained prior to starting with us. Whilst we do expect young children will have the occasional accident it is important that they have an understanding of using a toilet or potty. In the event that the child is not potty trained we will work with the parents on training at a time to suit the child’s needs.

5. We operate a keyworker system and children will be allocated their own keyworker who will be instrumental in helping to settle this child into the setting. Whilst all staff work with all of the children the keyworker will be responsible for maintaining regular observations and assessments of this child which can be shared with the parents / carers.

6. The keyworker and the Headteacher will offer the parent a home visit prior to the child starting with us.

7. At the start of each term the commencement days of all the new children are staggered to allow each child to have sufficient attention and be able to settle in happily and at their own pace.

8. The kindergarten is over staffed during the first weeks of term to ensure that this settling in period is as easy as possible. There will be a maximum of three new children per classroom per day starting at the setting.
9. Parents / Carer’s are allowed to stay for as long as necessary and only leave after saying goodbye to their child. This first period of separation is monitored carefully and if the child becomes distressed then the parent / carer will be asked to return very soon after leaving. These periods will be extended in line with the child’s needs gradually day by day.

10. Staff are all very conscious of the new children during the morning and they ensure that they are not left alone to feel lost and insecure at any time. We make available suitable picture books and puzzles for the younger age group. Staff are always on hand to read a story or to explain the pattern of the morning to any child.

11. At snack time each new child sits near to a member of staff who can then explain the procedure of snack time.

12. The child is asked regularly about needing the toilet and when they need to go, they are accompanied by a member of staff who assists them where necessary and supervises the washing of hands after toileting.

13. Several members of staff supervise all new activities and experiences. No child is made to participate in any activity but are given lots of support, encouragement and praise. The staff are always available to comfort and support the children.

14. Parents / Carer’s are kept informed of their child’s progress and how they are coping with each new experience during the early days at the kindergarten. There are always some children who find it easier to settle than others for no obvious reasons, this is sometimes hard for their parents / carer’s to understand but we try to help the parents so preventing them being over anxious. They are welcomed to stay for a drink and a chat in the synagogue hall so that they are near to their child. They can also return early to make sure for themselves that the child is playing happily.

15. Parents of new children are always asked to collect their children a little early on the first few days and always to be on time in the first weeks as late arrival can cause unnecessary distress to the children.

Policy reviewed on 23rd June 2016
Signed

C. Levy
Headteacher