**Settling In**

At Top Place Preschool, we aim to support parents and other carers to help their children settle quickly and easily by giving consideration to the individual needs and circumstances of every child and their families. Our aim is for children to feel safe, stimulated and happy at the preschool and to feel secure and comfortable with all staff. We also want parents to have confidence in both their children's continued well-being and their role as active partners, with the child being able to benefit from what the preschool has to offer.

All our staff know about the importance of building strong attachments with children. They are trained to recognise the different stages of attachment and use this knowledge to support children and families settling in to the preschool.

Our preschool will work in partnership with parents to settle their child into the preschool environment by:

Allocating a key person to each child and his/her family, before he/she starts to attend. The key person welcomes and looks after the child, ensuring that their care is tailored to meet their individual needs. The key person offers a settled relationship for the child and builds a relationship with his/her parents during the settling in period and throughout his/her time at the preschool, to ensure the family has a familiar contact person to assist with the settling in process

Providing parents with relevant information about the policies and procedures of the preschool

Encouraging parents and children to visit the preschool during the weeks before an admission is planned and arranging home visits where applicable

Planning settling in visits (lasting approximately 2 hours). These will be provided free of charge leading up to the start date, depending on individual needs, age and stage of development

Parents are welcomed to stay with their child during the first settle. Settling introductory sessions are key to a smooth transition and to ensure good communication and information sharing between staff and parents

Reassuring parents whose children seem to be taking a long time settling in at the preschool and developing a plan with them

Encouraging parents, where appropriate, to separate themselves from their children for brief periods at first, gradually building up to longer absences

Assigning a buddy/back-up key person to each child in case the key person is not available. Parents will be made aware of this to support the settling process and attachment

Reviewing the nominated key person if the child is bonding with another member of staff to ensure the child’s needs are supported

Respecting the circumstances of all families, and to reassure them of their child’s progress towards settling in.

Within the first six weeks of starting we discuss and work with the child's parents to start to create their child's record of achievement.

Not taking a child on an outing from the preschool until he/she is completely settled.