

## PRE-SCHOOL ADMISSIONS & SETTLING IN POLICY

In our pre-school we want children and families to enjoy being involved in pre-school, children need to know that other adults care about them and will help them to play with the activities offered at our setting; parents need to feel confident in the ability of the adults in pre-school to look after and encourage their children to benefit from time spent in pre-school. Upset children cannot relax and enjoy the activities available in pre-school.

Our pre-school welcomes all families from the local area, in order for families to know this we:-

- Publicise our service in local shops, community centre, schools and other places where families with young children are likely to attend.
- Our waiting list operates on age in order of application.

When children are ready to start pre-school we will:-

- Encourage parents, with their child, to visit our setting on a number of occasions before their child is due to start attending alone.
- Agree how we will introduce and settle a child into pre-school with the parents to ensure the individual needs of the child and family are met.
- Welcome parents at our sessions until they feel confident their child has settled and no longer needs them to stay.
- Increase the time at each session new children will stay; this will be agreed with the parents.
- Reassure parents who are anxious about their child by giving them information about their child's activities and welfare while attending pre-school.
- Introduce new starters into our pre-school in small numbers over a planned period of time to allow each child the time and support needed to settle.