



Settling in Preschool Policy

2024-2025

At Enchanted Wood Preschool, we want children to feel safe and happy in the absence of their parents. We also want parents to feel welcome and involved. In order to accomplish this, we aim to create a partnership with parents in the following way:

- By creating opportunities for the exchange of information, using 'open door visits' prior to registering, stay and play sessions, access to the policies and procedures and a shared approach to the registration form and children's Learning Journey.
- By offering a visit to Preschool for the parents and settling in sessions for the child during the week before they are due to start. These sessions will be pre-booked with the site manager and babies and children under two will have a minimum of two settling in sessions.
- By allocating each child a key person and a key worker buddy, who will help the child to settle into the Preschool routine and be a point of contact for the parents, all staff in your child's room have an involvement with your child but your main point of call will be the room lead, keyworker and the keyworker buddy.
- At our full-time site we will hold a getting to know you (with parent), then an hour without a parent then two hours. At our Preschools we will hold a stay and play (1 hour with parent) this happens at the beginning of September) we will then hold an hour settling in period (these are free) for the child and then the child will start their usual sessions the following session, we will go as slow as the child needs to go but these sessions are all payable.
- We will discuss with parent's how best to settle their child, where a child may take longer to settle, for whatever reason, e.g. Encourage parents to separate from their child for brief periods at first, gradually building up to longer absences, and make it clear that families will be welcome and supported in the Preschool for as long as the settling in process takes.
- Termly we will hold 10-minute parent calls home in this we will share Preschool information about their child's current achievements, interests, friendships and difficulties.

Enchanted Wood Preschool believes that children cannot play or learn successfully if they are anxious and unhappy. Our settling procedures aim to help parents and children to feel comfortable in our Preschool and to ensure that children can benefit from what the EWPS has to offer. They should feel confident that their parents will return at the end of the session, please ensure that you are not late for collection.

If a child is suffering with separation anxiety or finding the step to preschool overwhelming, we will discuss with you perhaps deferring the placement for a term that meets your family's need.