

# Settling-In Policy

## **Policy's Statement of Intent:**

At Bunnahone Bunnies Cross Community Playgroup we aim to ensure children feel safe and secure in the absence of their parents/carers.

The playgroup will therefore endeavor to make the settling in process a positive experience for children and will work closely in partnership with parents/carers to ensure this is achieved.

We recognise that in some cases there may be particular difficulties experienced by children, parents/carers, and staff during the settling in period. All children are individuals, and we plan to meet their individual needs and resolve any difficulties quickly and smoothly.

## **Procedures:**

In order to accomplish this, we will ensure that:

- Prior to enrolment exchange of information with parents/carers will be offered at an open day through our prospectus and registration form.
- Optional home visits may be arranged to allow the playgroup leader to gain more insight into a child's background and needs.
- Parents/carers and their children are encouraged to visit the playgroup before admission to familiarise themselves with the group setting.
- Parents/carers are encouraged to provide playgroup staff with information on their child's likes/dislikes, interests, achievements etc.
- The playgroup offer phased/staggered settling — in
- Parents/carers are welcome in the playgroup to get to know the key worker.
- Staff will provide support and encouragement to parents/carers during the settling in period should the transition be difficult
- Where children have difficulty with separation, a rapport between key worker and child should be established before parental support is withdrawn from the playgroup session.
- Parents/carers are encouraged to separate from their children for brief periods at first, gradually building up to longer absences.