



## Settling In Policy 2022

We want children to feel safe and happy in the absence of their parents, to recognise other adults as a source of authority, help and friendship and to be able to share with their parents after Playgroup the new learning experiences enjoyed whilst at Playgroup. We also want parents to feel welcome and involved from the beginning, and we aim to encourage an atmosphere of trust and respect as staff and parents work together to provide the best experience for each child.

Children cannot play or learn successfully if they are anxious or unhappy. Our settling procedures aim to help parents and children to feel comfortable in the Playgroup, and to ensure that children can benefit from what the group has to offer and feel confident that their parent/carer will return at the end of the session. In order to accomplish this and to successfully settle children at Playgroup, we aim to create a partnership with parents in the following ways:

- By introducing flexible admission procedures, if appropriate, to meet the needs of individual families and children
- By posting a welcome pack to the family which will contain the registration form to be filled out and returned to playgroup, as well as information about the children's activities and photos of staff.
- By introducing new families into the group on a staggered basis. Playgroup will admit a small number of new children each week at the beginning of the school year, rather than a large number all at once.
- By inviting new children to start Playgroup from 9.30am on their first day. In this way, teachers can focus on the new children rather than at the busier time of 9.15am when other parents are dropping off their children.
- By requiring that for the first two weeks of the child's attendance at Playgroup, at the discretion of the Playgroup Manager, they are collected by parents/carers at the earlier time of 11.15am, to give the children a settling in period of two weeks.
- By making it clear to families from the outset that they are very welcome to stay in the Angel Room for some or all of the two-hour session during the first week attending Playgroup, i.e. in the first stage of the settling in period.
- By encouraging parents where appropriate over the first week, to separate from their children for brief periods at first, gradually building up to longer absences.
- By reassuring parents whose children seem to be taking a long time settling into the Playgroup
- By ensuring that staff are available to talk to the parent/carer about any settling in concerns they may have, and to work with them to ensure that after the first week, as far as possible the parent/carer does not stay in the room throughout the session.

- By enabling the child to move to full sessions if appropriate after two weeks, i.e. the end of the second stage of the settling in period, at the discretion of the manager .
- By creating plenty of opportunities for the exchange of information, where parents/carers provide the Playgroup with information about their child's current achievements and interests, and the Playgroup provides the parent/carer with information about the Playgroup.
- By requiring that all parents/carers read the Playgroup Policies within the first two weeks of their child joining. After two weeks parents/carers will be asked to sign to say that they have read the Policies. They are available in hard copy from the Playgroup Organiser or Playgroup Chair, or on the Playgroup website.

### **Procedure for collecting children during the Settling In period**

- Parents/carers should ensure that whoever is collecting their child is waiting outside the Playgroup door or at the bottom of the stairs by 11.10am.
- At 11.15am prompt a member of staff will bring downstairs the children who are leaving at mid-morning. This is to prevent children who are staying for the full session becoming upset at the arrival of some parents and not their own.
- The children will expect to see a parent/carer waiting for them downstairs, so parents/carers are asked to ensure they are not late.
- If someone is collecting a child who is not listed as one of their three pre-authorized people, the parent/carer dropping the child off in the morning must remember to authorise this with Playgroup in advance.
- In order to enable the child to settle and become accustomed to and happy in her/his new setting, the Playgroup does not offer a settling in period of less than two weeks.
- After the first two weeks the child's keyworker and/or the Playgroup Manager will liaise with the parent/carer to decide whether the child is ready to stay for the full session each day until 1.10pm or whether the settling in period should continue.

Date adopted: July 2019  
 Reviewed: July 2020 (in line with prevailing Covid restrictions)  
 Latest review: April 2022  
 Date of next review: April 2023

Chair: Janet Gilbert  
 Manager: Elsa Smirthwaite