Leapfrogs Pre school and Out of School Club 1.

Settling in Policy

We aim to ensure that your child’s introduction to our setting be as stress free as possible. We want all children to feel secure, confident and happy so that they can make the most of all the learning opportunities. We want to ensure that parents feel welcomed, valued and confident when leaving their child in our care.

Prior to a child starting we will discuss with parents a suitable setting in plan which we hope meets the needs of both the child and the parents. We are aware that children all take different amounts of time and support in order to settle into a setting and we will ensure this is done in agreement with all. We will offer a home visit to all new parents to discuss this and ensure parents are aware of what Leapfrogs can offer.

We invite parents to visit with their child several times prior to the official start date to help familiarise their child with the setting, staff and to meet their key person who will become an important person for them and their family. There will be time for parents to talk to the key person and share information about their child.

Once the child is familiar with their key person and the setting we suggest that parents leave their child for a short period of time to see how they cope, and at the next visit we suggest they leave them for an even longer period. This will all be detailed in the settling in plan. We will never let a child become too stressed and will always phone if they are unhappy for any length of time. We do phone parents to let them know how their child has settled.

Following the settling in period for a child, we will complete a record which details what they have been doing during these sessions and any observations which have been made. This will then help to plan for the child.

Here at Leapfrogs we are very flexible and will listen to and work together with parents to make their child’s introduction to our setting a happy one.

Policy adopted on: 12/02/12

Policy reviewed on: 03/09/14

Signed on behalf of committee………………………………………..……………………………………….

Name & role…………………………………………………………………………………………………………..

Date :…………………………………………………………………………………………………………………..