

ST JOHN'S SUNSHINE PRE-SCHOOL

SETTLING IN POLICY

At St. John's Sunshine Pre School, we want the children and parents to feel safe and happy during their time with us. We want the children to recognise all the staff within the Pre School as someone they can gain comfort from when sad, and can have a good relationship with so that they want to share news with, this will ensure that the child settles well into Pre School.

To accomplish this the following will occur;

- Parents to be invited to Stay and Play to help settle their child.
- Parents will be given a Welcome pack which will contain the following information;
 - Keyworkers name and photo
 - The Pre School's contact number
 - The child's Sunshine Name
 - Copy of Daily Routine
 - Any forms that need completing
 - Child questionnaire (all about me) to help staff get to know child's likes and dislikes.
- If the parents would like a home visit then this can be arranged with the Manager and Keyworker.
- Prior to commencement ensure a visit to a previous setting has occurred, if applicable, to gain insight into their development.
- Parents will be reassured about their child if the child is distressed this can be done via text, phone call or email. (Parents to choose what would be best.)

Our aim is to ensure that all children are happy and feel safe as they develop better when they are relaxed and enjoy activities.