**SETTLING IN**

At Butterflies Pre-School we aim to support parents and other carers to help their children settle quickly and easily by considering the individual needs and circumstances of every child and their families. Our aim is for children to feel safe, stimulated, and happy in the pre-school and to feel secure and comfortable with all staff. We also want parents to have confidence in both their children’s continued well-being and their role as active partners, with the child being able to benefit from what the pre-school has to offer.

All our staff know the importance of building strong relationships the with children. They are trained to recognise the different stages of attachment and use this knowledge to support children and families settling into the setting.

We will work in partnership with parents to settle their child into the setting environment (please see separate policy) by:

* Allocating a key person (please see separate policy) to each child and his/her family before he/she starts to attend. The key person welcomes and looks after the child, ensuring that their care is tailored to meet their individual needs. He/she offers a settled relationship for the child and builds a relationship with his/her parents during the settling in period and through his/her time at the pre-school to ensure the family has a familiar contact person to assist with settling in process
* Reviewing the nominated key person if the child is bonding with another member of staff to ensure the child’s needs are supported
* Provide parents with relevant information about the policies and procedures of the pre-school. these are emailed to you unless you ask for paper copies
* Working with parents to gather information before the child starts on the child’s interest, likes and dislikes, you will be given a form which is called ‘all about me’ to fill out to give to your key person and also will as completing a baseline of the child’s current development plan, and meet, the individual needs of the child from the first day.
* Welcoming parents to stay with their child during the first few sessions until the child feels settled and the parents feel comfortable about leaving their child. Settling in visits is key to a smooth transition and to ensure good communication and information sharing between staff and parents.
* Reassuring parents whose children seem to be taking a long time settling into the pre-school and developing a plan with them.
* Encourage parents, where appropriate, to separate themselves from their children for brief period at first, gradually building up to longer absences.
* Assigning a backup key person to each child in case the key person is not available. Parents will be made aware of this to support the settling process and attachment.
* Respecting the circumstances of all families, including those who are unable to stay for long periods of time in the pre-school and reassure them of their child’s progress towards settling in

**Covid-19**

We recognise we have had a long time off due to the COVID-19 pandemic. The government wants us to concentrate on the Prime area of learning which Physical, social, Emotional Development, Communication and Language and Physical Development.

As of 25th September 2020, all areas are now being planned for due to government guidance.

We will be helping both parents and children settle back into the routing of pre-school life. And the staff will show you empathy and reassurance.

Some of the behaviour we expect to see (please also look at our Behaviour policy)

* Clinginess to primary carer
* Tears, upset, extreme tantrums
* Sickness
* Withdrawn
* Disruption around sleep, nightmares
* Food refusal
* Inappropriate behaviour
* Regression for example toilet accidents

We will use small groups of children as appropriate to build relationships and encourage the children to talk about their feelings.

We promote self-confidence and self-awareness encourages the children to try new activities. They will come confident in telling us when they need help or not.

We will use photos as we’ve reduces resources so children can ask for something else.

We encourage parents to talk to children at home about the seeing and the changes; this will support the children’s feelings and behaviour.

**CREATED: 21/02/2022 LEANNE COLES BUTTERFLIES PRE-SCHOOL**