



SETTLING IN POLICY

We want the children to feel happy and safe at Shekinah Preschool Playgroup. We also want the parents to be happy and confident about leaving their child in the care of adults outside the family.

To do this we suggest :-

That you take advantage of the 2 free settling in sessions, the dates of which will be sent to you half a term before your child is due to start.

The settling in days will be on the days that your child is attending Shekinah which enables you and your child to :-

Meet the staff who work on these days.

To be shown around the building i.e.

where the toilets are

the coat pegs

the different rooms

the outside play area.

To see the daily routine of the setting.

Enable your child to join in with the activities.

Fill out the relevant forms.

Meet your child's key worker.

Discuss any special needs or concerns about leaving your child.

On the first day of leaving your child at Shekinah you can decide, in conjunction with the staff, if or when it is time to leave. Always tell your child first that you are going and NOT just leave. You are welcome to stay until your child is happy to be left. We will always phone you if your child will not settle or is upset.

We will introduce new children into our group in small numbers over a planned period of time, to allow each child the time and support needed for settling.

We will give you support if you find it difficult or painful to leave your child.