### **STICKY FISH PRE-SCHOOL**

###### **SETTLING-IN POLICY**

Sticky Fish Pre-school has an annual intake in September. It has a secondary intake in January. If a place becomes available after this, we consult the waiting list.

All families are encouraged to visit the pre-school with their child at least once so that staff can meet the child, the child can familiarise him/herself with the premises and parents can discuss their perceptions of the child’s needs on settling-in.

. Families are given an “All About Me” booklet and are encouraged to complete this to help staff to get to know their key child. Comfort items are also welcome to be brought into Sticky Fish during the initial stages of transition, if this is helpful.

The manager will email all important and necessary documents to new parents, and will communicate closely by email, phone or in person, regarding the beginning and settling in of a new child. These documents will make up the “Registration Pack for Parents”which will be sent by email.

If the child finds the progression to pre-school difficult, we work closely with the parents/carers to find the best solution for the individual child. For example, some parents may stay for the entire session at first and gradually decrease the amount of time until they leave their child completely. Others will leave their child from day one. There is no single strategy for settling-in a child; we work with the family to alleviate anxiety and do what we consider to be in the best interest of the child, given background information. Children who join the pre-school mid-year are treated in exactly the same way as those who start in the large intake.

In the very rare event of a child being unable to settle despite the efforts described above, staff may consult with parents/carers and agree to postpone the start date for the child. For example, it could be in that child’s best interests to start a term later. This, however, occurs only very occasionally.

Date agreed: Sept 2021 Review date: Sept 2022

Signed: E.Tomlinson Position: Manager