



# Settling In Playgroup Procedure

We want children to feel safe and happy in the absence of their parents. To recognise others adults as a new key person and a source of authority. To help and build friendships and to be able to share with their parents afterwards, the new experiences enjoyed in the playgroup. We also want parents to feel welcome and involved from the beginning. An open door policy is adopted and encourages parents contributions.

In order to accomplish this we aim to create a partnership with parents in the following ways:

- By creating opportunities for the exchange of information, using among other resources, a copy of the playgroup's prospectus and a shared approach to the registration form.
- By ensuring plentiful opportunities for the parents to inform the playgroup about their children's current achievements and interests.
- By encouraging parents to visit the preschool with their children during the weeks before an admission is planned.
- Organised drop in sessions are encouraged as an ideal time for parents and children to begin to build friendships before they join playgroup.
- By introducing flexible admissions procedures, if appropriate to meet the needs of individual families and children.
- By making clear to families from the outset that they will be welcome and supported in the playgroup for as long as it takes to settle their child there.
- An All About Me booklet will be given to the parents for them to fill in and returned prior to the child starting the playgroup.
- By reassuring the parents whose children seem to be taking a long time settling into the playgroup.
- By providing the child with an important person (family members etc) photo album, for them to use throughout the session when needed. This will be located in the quiet cosy corner.
- By introducing new families into the group on a staggered basis - for example two new children a day for a week rather than ten all on one day.
- By encouraging the parents, where appropriate to separate from their children for brief periods at first gradually building up to longer absences.
- Every child is unique and each Childs needs are looked at individually and are adapted accordingly. Staff work with parents to ensure transition is right making transition a positive experience.
- At the beginning of each term playgroup provide a session on a PD Day for all new starters and their families to attend. Time to start friendships in their cohort group.

Children cannot play or learn successfully if they are anxious and unhappy. We respond to each individual child. Our Settling In procedures aim to help parents and children can benefit from

what the group has to offer and feel confident that their parents will return at the end of the session. We are a positive welcoming pre-school and aim to provide a happy experience for all families.

Policy adopted by: Acton Playgroup and Committee  
On: \_\_\_\_\_(date)  
Date to be reviewed: \_\_\_\_\_(date)  
Signed on behalf of provider: \_\_\_\_\_  
Name of signatory Kim Farley Sabrina Elsden  
Role of signatory Lead Practitioner Committee Chairperson

Reviewed August 2023