

**COMBE PRE-SCHOOL GUIDELINES FOR SETTLING IN**

**NEW CHILDREN**

As a pre-school we believe that children benefit most from a pre-school education and care

when parents and pre-school work together and actively seek to involve parents in the life of

the pre-school and their children’s education. The following guidelines have been put

together by the staff to assist parents effectively settling their child in the

pre-school environment.

The staff are available to guide you at all times.

**Familiarisation Staff Home visit**

We will allocate a member of staff to be your child’s key person. They will contact you before your child starts Pre-school, to arrange a home visit with you and your child. This allows you both to become familiar with your key person and to have the opportunity to find out more information about Pre-school and so you can ask any questions. Your keyperson will ask questions about your child such as what their interests are, and what they like to play with and whether you have any concerns about your child’s development.

**Introductory Visit**

You are welcome to arrange a visit with your child with the staff prior to your child’s start date. This will be a fun first visit where both you and your child can find out more about pre-school and your child will have no apprehension of being left.

**Free Introductory session**

Before your child attends Pre-school, they are welcome to attend a free introductory session, where they can stay for the morning, so they can become familiar with our routine, environment, staff and other children. There will not be a charge for this session, but please arrange a date with the Supervisor in advance.

**Talking to your child prior to starting**

This is a very exciting stage in your child’s development as they enter their first “school”.

Greet it with excitement, encouragement and celebration within the home. The more you

talk about about pre-school, the environment, friends & staff there and the routine, the less

daunting and the more “at home” your child will feel.

**The Range of children’s Reactions to starting Pre-school**

Some children will settle straight away, give you a hug, wave goodbye and then go off and

explore what activities are on offer, others will take weeks to feel confident and content for

their parents to leave. A parent is welcome to stay with their child for as long as they feel necessary to settle them in, the staff are there to offer you guidance.

**When you leave we encourage:**

**.** To work out a plan with the key person or supervisor.

**.** When the parent and staff feel ready, the parent should leave for 30 minutes increasing in

10 minute intervals.

**.** No sneaking off, a child needs to feel secure.

**.** Explain to your child exactly what is going to happen.

**.** It is important to be consistent.

**.** If the child was crying when you left, a member of staff will call you on a prearranged

number to reassure you when they have settled. Staff will always tell you the truth.

**.** A child who has settled (even if for a few minutes) should be rewarded with a sticker or a

treat.

**.** There is often a “honeymoon period” of two weeks, when your child may be unsettled after being quite happy.

**Children’s comforters**

We are happy for your child to bring in a comfort toy, blanket or dummy when they attend

Pre-school. Once your child has settled we will start to encourage your child to put aside the

dummies, as we find this inhabits their speech and language development. Comforters can

be kept in your child’s bag, on their peg and can be accessed by thestaff and children when they feel they need some security.

We discourage the use of children holding their comforters and toys during the Rising fives

session, as we are trying to encourage them to become more independent before starting

school.

If a child is not settling in we suggest that you review your approach with the child’s key

person and the Supervisor. In the event of staff sickness or being short staffed it may be

inappropriate for you to leave a child who is settling in and may demand constant attention of

a member of staff.

There will be a **parent’s evening** offered twice a year, however should you have any

concerns or questions you should not hesitate to talk to your child’s key person at any stage.

For the time you spend at pre-school settling your child you may find it useful to read

through the Pre-School policies file in the kitchen or they can be found on our website at

www.combeprechool.co.uk

May we take this opportunity to remind you that all that you see and hear at Pre-School is

confidential and should not become common knowledge. If you have any concerns

regarding a child you should discuss with either your child’s key person or the relevant

agency. If you have any concerns about the Pre-School environment, staff or teaching

please discuss this with the Chair of the Committee. Your comments will be welcomed, as

we would like to work together to make Combe Pre-School a happy, inviting and

encouraging environment in which all our children can make friends, grow and flourish.