**Settling in Playgroup Policy**

**Statement of intent**

We want children to feel safe, stimulated and happy in the Playgroup and to feel secure and comfortable with staff. We also want parents to have confidence in both their children's well being and their role as active partners with the Playgroup.

**Aim**

We aim to make the Playgroup a welcome place where children settle quickly and easily because consideration has been given to the individual needs and circumstances of children and their families.

**Methods**

* Before a child starts to attend the Playgroup, we use a variety of ways to provide his/her parents with information. These include written information (including our prospectus and policies), displays about Playgroup activities and individual meetings with parents.
* During the week before a child is enrolled, we provide opportunities for the child and his/her parents to visit the Playgroup. The Manager will visit the child & parent/carer at their home if the parent/carer wishes her too.
* We offer a meeting with the person who will be the child's key person, to ensure all relevant information about the child can be made known.
* When a child starts to attend, we work with his/her parents to decide on the best way to help the child to settle into the Playgroup.
* We allocate a key person to each child and his/her family, before she/he starts to attend; the key person welcomes and looks after the child and his/her parents at the child's first session.
* We use pre-start visits and the first session at which a child attends to explain and complete with his/her parents the child's registration records.
* The key person encourages positive relationships between children in her/his key group, spending time with them as a group each day.
* We provide aback-up person so the child and the parents have a key contact in the absence of the child's key person.
* We promote the role of the key person as the child's primary carer in our Playgroup, and as the basis for establishing relationships with other staff and children.
* We judge a child to be settled when they have formed a relationship with their key person; for example the child looks for the key person when he/she arrives, goes to them for comfort, and seems pleased to be with them.
* When parents leave, we ask them to say goodbye to their child and explain that they will be coming back, and when.
* We do not believe that leaving a child to cry will help them to settle any quicker. We believe that a child's distress will prevent them from learning and gaining the best from the Playgroup.
* Within the first four to six weeks of starting we discuss and work with the child's parents to start to create their child's record of achievement.

This policy was adopted at a meeting of Greendown Playgroup

Held on

Signed on behalf of the Playgroup