



## Enrolment and Settling In

At Dandelions Pre-School and Out of School Club we want children to feel safe and happy in the absence of their parents or carers; to recognise other adults as a source of authority, help and friendship and to be able to share with their parents afterwards the new learning experiences enjoyed in the setting. We also want parents to feel welcome and involved from the beginning. To achieve this, we aim to create a partnership with parents by:

- Ensuring plentiful opportunities for parents to inform the pre-school and out of school club about their children's current achievements and interests such as in the 'All About Me' which is given to parents on admission to pre-school, Tapestry portfolios and daily conversations.
- Encouraging parents to visit the setting with their children during the weeks before an admission is planned.
- Providing a weekly stay and play session at the pre-school for parents or carers to attend. The day of which changes each half term to accommodate individual working patterns.
- Having flexible admission procedures, if appropriate, to meet the needs of individual families and children.
- Making it clear to families from the outset that they will be welcome and supported in the pre-school for as long as it takes to settle their child there.
- Reassuring parents whose children seem to be taking a long time to settle into the setting and discussing strategies with Keyworkers.
- Encouraging parents, where appropriate, to separate from their children for brief periods at first, gradually building up longer absences if need be.
- Being totally honest with parents and children – it is important that they always know when the parent is going and how long it will be before they return.

During the initial visit(s) the child will have a general look around the setting and the grounds and meet members of staff. The Manager/Deputy will discuss with the parent about the general routine that the child will follow; for example, daily routine and if there is a favourite toy that he/ she may like to bring to the setting. The registration forms are very detailed also obtaining information about the child such as dietary requirements, these are stored in the child's registration documents and discussed with the Keyworker. Specific requirements such as medical or dietary are

also discussed in staff meetings and noted on allergy and medical lists for snack and first aid. During the first visit, the child and parent will stay for about one hour in which the child can play and interact with the other children.

On the second visit to the setting the child would ideally stay for snack time. He/she will be greeted by their keyworker who will look after the child for the duration of the stay and have one to one care where possible.

Parents are welcome to telephone at any time during the visit to see how the child is settling in. At the end of the visit verbal feedback will be given to the parent and any remaining questions answered.

Children cannot play or learn successfully if they are anxious and unhappy. Our settling in procedures aim to help parents and children to feel comfortable in the setting and to ensure that children can benefit from what we have to offer and feel confident that their parents will return at the end of the session/day.

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