



Settling in Policy

Little Lanterns Pre School

Stoke Fleming

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Thank you for choosing Stoke Fleming 'Little Lanterns' Foundation Stage Unit for the beginning of your child's 'Pre-School' journey. We hope that you have had time to read our Prospectus and familiarise yourself with our routines and key members of staff.

It is important to assist your child with their transition from home to Little Lanterns. We call these "settling in sessions". These sessions also give you the opportunity to become used to dropping your child off and leaving your child with us. Time spent undertaking these sessions will help to promote a calmer 'drop off' for both you and your child.

We understand that each child is unique and therefore has their own specific needs while they transition into nursery. All of our staff are qualified and very competent with supporting yourselves and your child, and are happy to discuss any anxieties that you may have and make suggestions to ease the transition process.

Dates for your second and third settle sessions will be discussed during the initial session.

You will always have the opportunity to speak to your child's key person to discuss any concerns that you may have.

Child's First Settling in session (1 hour). Time and Date to be agreed with staff.

During this session, you will be in the room with your child. Please note you will be expected to fully comply with our Safeguarding Policy whilst at our setting. This includes no mobile phones.

Welcome and play: The Key Worker will have a discussion with you based on the information that you have provided on the 'All About Me' form.

Registration form and other paperwork: The Key Worker will check that all the information provided on the registration form is correct.

Any other paperwork required to be completed will be discussed at this point.

Introduction to Tapestry: This is our secure online information sharing software system. Mrs Malley our Pre School Supervisor will email you a link to which will enable you to access **your** child's profile.

What happens on your child's first settle session: The Key Worker will share with you what they have planned for your first settling in session. You will be shown the usual arrival/departure procedures.

An initial observation of your child will be completed. This enables the Pre-School practitioners to see what your child can do independently or with support. This information is used as the 'starting point' from which the nursery practitioners plan play activities and experiences to support your child's developmental and learning progress

Future settle sessions: Dates and times will be arranged for the future settling in sessions.

Child's Second Settling in session (1.5 Hour to include snack)

During this settling session, which will be agreed on the first settling in session it is beneficial for both your child and you to leave your child in the room with the practitioners. This will help to promote the new routine that you will need to ensure that your child is able to settle quickly and therefore enjoy their time with us. Please be assured that we will always phone you if your child becomes upset.

Child's Third Settling in session (2.5 - 3 hours to possibly include lunch)

You will be asked to drop your child in the same way as all of the other children at the same time. This will be agreed at your child's second setting in session.

NO Settling in sessions - Fast Start

Alternatively, if you feel your child is ready to start straight away then they are most welcome to take this option.

Your child stays on their own for the full session. Your child's key worker will phone you to answer any questions you may have.

Before your child attends we ask that you please complete the '**About Me** Form' and your Tapestry login details. This will help your child's Key Worker prepare for your child's first session.

Please email these forms to admin@stokeflemingprimary.org.uk
FAO Little Lanterns.

Child's first full session at Little Lanterns:

- You will have already shared with the staff key information through your completed 'All About Me' form.
- Advise if any contact details need amending (*please be aware that you will be contacted if your child struggles to settle or if in the future they are sick.*)
- Provide the following items in a named bag:
 - nappies (if appropriate)
 - spare clothing
 - wellies
 - waterproof clothing

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