

# Greenbank Pre School

## Settling in Policy



**Greenbank Pre School**

Edinburgh Greenbank Parish Church of Scotland  
Braidburn Terrace  
Edinburgh EH10 6ES

*SPPA Registration No: 0923*  
*Charity No SCO11325*

# Settling In Policy

**Before starting at Pre School** the parent or carer will be:

- advised about arrangements for the child and parents or carers to visit the Pre School so that they can familiarise themselves with the Pre School
- advised about the policy of staggering the intake of new children into the Pre School and assigned a Key Worker

When a child starts they are

- offered a warm and welcoming environment to ensure each child feels included, secure and valued

Parents/Carers are

- asked to complete an "All about me" information sheet with their child and Key Worker as an initial way to get to know each other.
- encouraged to stay with the child for a sufficient time so that the child feels settled and the parent or carer feels comfortable about leaving him or her. There will be no time limit on how long this might take.
- provided with strategies to help them work with staff during the settling in phase, e.g. never leaving without saying goodbye, collecting a child early, returning on time
- provided with feedback about how their child is coping in the Pre School

## Partnership with parents

The following is some guidance for parents or carers to help smooth the transition of your child into the Pre School setting.

- Be positive with your child; reassure them that Pre School will be a good experience
- Encourage your child to be independent, dressing and undressing, going to the toilet, washing hands
- Mark clothes/jackets with name
- Send your child in suitable clothes - clothing may get wet or dirty
- Share books together at home
- Offer a variety of games and activities at home and encourage your child to tidy up afterwards
- If you become aware of changes in your child's behaviour or if circumstances change at home please talk to a member of staff
- Please do not be late collecting your child. Coming late can be distressing for your child.

**This policy will be displayed on the Pre School website.**

**All staff and committee members will have a working knowledge of this policy.**

Date reviewed: January 2018

Name Joan Ritchie