

## Settling in Policy

Starting Pre-School can be very traumatic for parents and for the child especially if it is the first time that they have been separated, and we at Pre-School are aware of that. We help the child and parent/carer to settle in. Therefore, at St. Gabriel's: -

- We have an introductory open day in the summer term for new parents and their children, where as much information as possible about our activities and routines in the Pre-School is given out.
- We do encourage parent/carer to visit and spend time in the pre-school before their child's admission is planned.
- We will give the parent/carer an entry profile and registration forms to complete, in the strictest confidence, so that we are aware of any problems and can prevent any due anxiety.
- On the child's first day, because we stagger entrance over a couple of weeks, there will be someone available to talk to, encourage and support the parent/carer and child. Sometimes parents/carers do not wish to stay and sometimes they do, but usually by the end of prayer time all parents have gone. We will reassure parents that if there are any problems, we will telephone them.
- New children will be welcomed into the existing group in a relaxed and friendly manner.
- The child can bring a special comfort toy/blanket, which he/she will be allowed access to at any time.

### **Organisation of the sessions**

On arrival children are welcomed in the main play areas where many activities are available; this includes the home corner, book corner, construction, mark making, puzzles, small world and floor play.

Children are encouraged to find their photograph for self-registration before the session begins with a group welcome/prayer followed by child-initiated and adult led opportunities and free flow indoor / outdoor play.

There are creative activities on offer; dough, paint, water, and sand as well as opportunities for music and movement.

Items to explore are available every day indoor and outside –example: musical instruments or item in a treasure box.

During the session children may be withdrawn to work in small group activities or speech programmes such as letters and sounds.

Children can access the toilet at anytime or are toileted as appropriate to their individual needs.

Snack time is offered as a group activity or a cafe style where communication and social skills are developed.

### **Registration**

A daily register is kept of all staff/children and the times of arrival and departure. Visitors are requested to sign the visitor's book.