**Statement of intent:**

We want children to feel safe, stimulated and happy in the pre-school and to feel secure and comfortable with staff. We also want parents/carers to have confidence in both their children’s wellbeing and their role as active partners with the pre-school.

**Aim:**

We aim to make the setting a welcoming place where children settle quickly and easily.

* We allocate a key person to each child. The key person will welcome and look after the child during their early sessions and work with the child on a daily basis in small group times. The key person will work in partnership to share information with parents/carers and plan for their needs, interests and next steps.
* If the child bonds well with another member of staff, then the child may be allocated a new Key-Person, in order to ensure the needs of the child is met.
* The Ladybirds staff are apart of a small team. All members of staff get to know each child that attends our Preschool very well. We are a welcoming and supportive team and find that children are soon confident with all of the staff team in addition to their ‘special person’ – their key person.
* We have a Buddy-system. This is where we allow the child to settle into Preschool and nominate another close person to the child. The ‘buddy’ may be the best person to support a key child should their key person not be available.
* Before a child starts pre-school, their parents/carers are actively encouraged to visit the pre-school with the child especially during the weeks prior to entry. This enables both parents/carers and the child to start to build a relationship with the staff team and their keyperson.
* Parents/carers are invited to any appropriate preschool events, along with planned stay and play sessions for parent and child to get to know the preschool. Due to ratios parents/carers are required to stay with their children for these sessions, unless otherwise agreed by preschool.
* As part of the pre-school’s settling procedure, the manager or deputy and child’s key person will arrange a home visit prior to entry in consultation with parents/carers.

This will give them a chance to learn more about the child in their own home and agree with parents/carers to decide on the best way for the child to settle in.

* We value the views of parents/carers as their child’s first educator and ask parents to complete an overview of their child’s current development using a ‘What to expect when? – guide for parents’, which is taken into account when planning for the child in the first few weeks of preschool.
* Once the child has started preschool parents/carers are welcome to stay or visit the pre-school at any time without prior agreement. This will enable you to not only see how your child is settling in but also to get involved in the pre-school.

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| March 2024 |  | Jade Parker |