



## John Scottus Pre-School

### Settling-In Policy

This policy will be available to view and examine by all members of the school community: Parents, Staff, Board of Management and Trustees. They will be available for inspection in the Pre-school classroom in Old Conna, Ferndale Rd, Rathmichael, Co Dublin and on our School website

Child Care Act 1991 (Early Years Services) Regulations 2016 ([Síolta Standard 9: Health and Welfare](#), [Síolta Standard 13: Transitions](#)) ([National Standard 1: Information](#), [National Standard 3: Working in Partnership with Parents or Guardians](#), [National Standard 6: Evaluation](#), [National Standard 8: Care, Play and Learning](#), [National Standard 9: Nurture and Well-Being](#))

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<b>Document Author:</b>	<b>John Scottus Pre-School</b>
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#### Statement of Intent:

We aim to ensure children feel safe and secure in the absence of their parents/guardians. Due care and attention will be paid to a child's need for time to settle into our setting.

**Policy and Procedure:**

We will therefore endeavour to make the settling-in process a positive experience for children and will work closely in partnership with parents/guardians to ensure this is achieved.

We recognise that in some cases there may be particular difficulties experienced by children, parents/guardians, and staff members during the settling-in period and we are prepared to explore and consider various ways of settling children into the service. All children are individuals and we plan to meet their individual needs and resolve any difficulties quickly and smoothly. In order to accomplish this, we will ensure that:

**Pre- Admission:**

- We invite, where possible children and their parents/guardians to visit at an agreed time.
- We offer phased/staggered settling-in.
- Prior to enrolment exchange of information will take place between parents/guardians and staff. In order, to meet the needs of each child parents/guardians are encouraged to complete the 'About Me' profile.

**'Settling In' Day:**

- Parents and their children are invited to meet the teacher, in small groups, in the outdoor area for a brief period.

**First Day:**

- We will greet the child and parent together.
- The parent/guardian will be assured of the value of their presence to the child in this process.
- Unfortunately, due to COVID guidelines parents/guardians will not be invited to stay for the child's first session.

- Some children may not be ready for a full session and the Manager or staff member will advise the parents/guardians on this matter.
- Children must be collected on time and promptly from their session at the agreed time.

### **Ongoing Matters:**

- Parents/guardians must never leave their child without saying goodbye.
- Our staff will provide support and encouragement to parents/guardians during the settling-in period should the transition be difficult. Staff may phone parents/guardians to reassure them, if necessary.
- We may need to assist parents/guardians through this separation process as an extended goodbye can be distressful for children.
- The 'settling in' process has no time limits and may need to be repeated if a child becomes unsettled.
- When children are beginning to settle without their parents/guardians, they should be supported in observing, experimenting and discovering for themselves without any attempt to make them participate in activities.
- Opportunities will be made available for parents/guardians to exchange information on the child's progress at this stage.
- Children who are still clearly distressed having followed the above procedure may need to have their attendance deferred for a trial period.

### **Transition to Primary School:**

- Focusing on practical "independence" skills.
- Keeping children's journals/scrapbooks/folders.