

## Settling In Policy

Gan Alon staff believe: first, enjoy pre-school and then settle – in. Gan Alon staff believe children are individuals and the reaction to being separated from a parent/carer will vary from child to child.

### Staggered Entry System

Gan Alon operates a Staggered Entry System at the start of the Autumn Term, to give families individual attention to ensure children settle happily.

Initially a familiar adult must remain with their child until s/he is happy to be left and this may take some time days, a week, possibly longer.

The right time for a parent to leave is decided verbally between the parent and Head Teacher.

Prior to starting 'The Gan Alon Settling-In Procedure' will be issued to every family to sign agreeing to the prescribed procedure.

### Pre-nursery sessions

Children starting in the Spring Term will be sent a letter during the preceding half-term inviting them to attend three or four sessions, for short periods of time, to familiarise them with our setting. The parent/carer must remain with their child for the duration of these sessions.

If more than 3 children are due to enter Gan Alon in January, Gan Alon operates a Staggered Entry System, for the first week of term.

This policy was adopted at a meeting of:

Gan Alon Pre-School

Held on

Date to be reviewed

Signed by the Manager

Countersigned by

Role of counter-signatory (eg. Chair,  
Director or Owner)

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## Settling In Procedure

**Gan Alon staff believe: first, enjoy pre-school and then settle-in and that children are individuals and the reaction to being separated from a parent/carer will vary from child to child.**

Gan Alon has an expectation that the parent, carer or close relative will stay for the sessions initially, during the 'settling-in period' During this time staff will gradually suggest and look for opportunities when you can ease yourself away from your child increasing this as and when the child can cope.

Younger children may take time to settle in, so might children who have not previously spent time away from home before. Sometimes children who have had a period of absence may also need their parent to be on hand to re-settle them.

At some point during the process staff will advise you to start separating by saying "I am going for a cup of coffee" or "I am going shopping, I will be right back".

During the time of the first tentative separations staff will ask that you remain accessible by telephone so that in the event of your child becoming distressed we can call you back.

Gan Alon staff judge a child to be settled when they have formed a relationship with a significant adult, for example the child looks for that person when he/she arrives goes to them for comfort and seems pleased to be with them. The child is also familiar with where things are and is pleased to see other children and participate in activities.

Gan Alon does not believe that leaving a child to cry will help them to settle, we believe that a child's distress can cause negative associations for them and can delay the settling in process.

Gan Alon reserves the right not to accept a child into the setting without a parent or carer if the child finds it distressing to be left.

The right time for a parent to leave is decided verbally, on a day by day basis, between the parent and staff.

## During the Settling In Process:

Try not to talk about your leaving to your child particularly if they are focused and playing happily. Allow the staff and yourself to assess the situation.

If it looks as though you may be required to stay for several mornings bring something to do. This is a gradual process and can start with you and your child separating from each other by you both being focused in individual activities.

Please be patient with your child and the staff.

You can bring a sibling if you have to but be advised that your child may be conflicted between staying at pre-School on their own whilst you leave with their sibling. It is a good idea then to arrange alternative care for younger siblings during this initial Settling In period. Something else to consider is arranging for an alternative carer ie. Grandparent, Nanny etc., to settle your child instead of you.

For some children settling in is instant and requires no further support from the parent. In the event of this occurring the Key Person becomes responsible for introducing that child to the routines and activities within the setting.

Please sign that you have read and agree to this procedure on The Gan Alon Agreement Form.

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