

# BARTON PRIMARY SCHOOL AND EARLY YEARS CENTRE.



## SETTLING IN EARLY YEARS POLICY

DATE: SPRING 2009

TO BE REVIEWED: SPRING 2011



# Settling in Early Years Policy

## Statement of Intent

We want children to feel safe, stimulated and happy in the Early Years Centre and to feel secure and comfortable with staff. We also want parents to have confidence in both their children's well being and their role as active partners with the Centre.

## Aim

We aim to make the Centre a welcome place where children settle quickly and easily because consideration has been given to the individual needs and circumstances of children and their families.

## Methods

- Before a child starts to attend the Early Years Centre, we use a variety of ways to provide his/her parents/carers with information. These include written information (including our prospectus and policies), displays about activities, information days and evenings and individual meetings with parents.
- Before a child is enrolled, we provide opportunities for the child and his/her parents to visit the Early Years Centre.
- When a child starts to attend, we work with his/her parents to decide on the best way to help the child to settle into the Nursery.
- We allocate a senior person to each child and his/her family, before the child starts to attend.
- We use pre-start visits and the first session at which a child attends to explain and complete with his/her parents the child's registration records.
- We discuss and work with the child's parents to create their child's record of achievement.