



Ballygawley Early Years Playgroup

Settling in Policy

Ballygawley Early Years playgroup is dedicated to ensuring children make an effective transition from home to playgroup setting. The playgroup will endeavour to make the settling in process a positive experience for each child, however we do recognise that all children are individuals and needs may vary. In order to ensure we provide the best possible care, we ask parents/guardians to keep us informed of their child progress and assist us in settling in period.`

Procedures

1. Open night is held for parents/guardians to show the playgroup setting, and to introduce staff. Parents/guardians will also have the opportunity to meet their child's key worker and ask any questions.
2. Prior to starting parents/guardians will be asked to exchange information with the staff that may be required to settle the child. Such information may include; brother/ sisters names, pets names, likes or dislikes.
3. Staggered intake will take place over the first week. Each session group will be divided in half into group 1 and 2. I.e. Group 1 will attend Monday and Tuesday. Group 2 will attend Wednesday and Thursday. On Friday then both groups will come together. Parents/guardians will receive letter informing them of which group their child has been place in.
4. All children starting playschool will have an induction, which takes place on the open morning. This will include; exploring the playschool setting, meeting their specific key worker, the staff, the other children, becoming familiar with playgroup routine, the playschool rules, their allocated drawer and coat hook.
5. On starting playschool each child will be given a name plate and showed their specific symbol. E. G 🧸 Amy. This allows each child to start recognising their name and symbol but also helps for them to know they still have individual space.
6. Playschool recognises that some children may find longer absences harder at first, therefore for those children who experience difficult we encourage our parents/guardians to assist us in gradually building up longer absences.



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7. Staff will provide feedback and support to parents/guardians. Staff in playgroup, also encourage parents/guardians to give us their feedback, as to resolve any difficulties quickly and smoothly, a close working partnership is required.

This policy was reviewed by Ballygawley Early Years Management Committee in 06/2015, and reviewed again on 01/2016 and 12/2016.

This policy links with the following:

- Positive Behaviour policy
- Safeguarding Children and Child Protection policy.