



Ballygawley Early Years Playgroup

Settling-In Policy

Ballygawley Early Years Playgroup is dedicated to ensuring children make an effective transition from home to the 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's progress and assist us in the 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; sibling names, pets names, likes or dislikes.
3. Ballygawley Early Years Playgroup operates a staggered intake over the first two weeks of term. This enables children to get used to the Playgroup routine and staff in a gradual way, and with smaller numbers. Parents/guardians will receive a letter well in advance of start date informing them which days their child will be attending in these first weeks.
4. All children starting Playgroup will have an induction, which takes place on the open morning. This will include; exploring the Playgroup setting, meeting their specific key worker, the staff, the other children, becoming familiar with Playgroup routine, the Playgroup rules, their allocated drawer and coat hook.
5. On starting Playgroup 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 them to know they still have individual space.
6. Playgroup recognises that some children may find longer absences harder at first, therefore for those children who experience difficulties we encourage our parents/guardians to assist us in gradually building up longer absences.
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 adapted at a meeting of our playgroup held on the 1st September 2026.



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Monitoring

This policy will be reviewed annually by the management team to ensure it remains fit for purpose.

This policy was reviewed by the Ballygawley Early Years Management Committee on:

Date: 01/09/2026

Signed:
(on behalf of the Management Committee)

Name and Position: Iona Devine, Chairperson

Reviewed on:

Date: Signed:..... Position:.....

Date: Signed:..... Position:.....

Date: Signed:..... Position:.....

This policy links with the following policies;

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