Sticky Fingers Pre-School

Abbas and Templecombe Church School,
School Lane, Templecombe, Somerset, BA8 0HP.
Telephone no. 07742895967 / Email manager@stickyfingerspreschool.org
Registered Charity no. 1029754 / www.stickyfingerspreschool.org

23 - Settling in Pre-School Policy

Statement of intent

We want children to feel safe, stimulated and happy in the pre-school and to feel secure and comfortable with staff. We also want parents/carers to have confidence in both their children's well being and their role as active partners with the pre-school.

Aim

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

Methods

- Before a child starts to attend the pre-school, we use a variety of ways to provide his/her parents with information. These include written information (including our prospectus and policies), displays about pre-school activities, information days and evenings and individual meetings with parents.
- During the half-term before a child is enrolled, we provide opportunities for the child and his/her parents/carers to visit the pre-school.
- We offer a home visit by the member of staff who will be the child's key person, to ensure all relevant information about the child can be made known.
- 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 pre-school.
- On the child's first day the keyperson will sit down with parents/carers and explain how tapestry will work for their child and then answer any questions the parents/carers may have.
- We realise that children settle in at their own pace and we make sure that each child is treated individually.
- We allocate a key person to each child and his/her family, before he/she starts to attend; the key person welcomes and looks after the child and his/her parents at the child's first session.
- At either the pre-start visit and/or the first session at which a child attends we explain and complete with his/her parents the child's registration records with his/her parent/carer.
- We can provide a courtesy phone call to inform parents how their child's first session is going, parents can stay for however long they wish for the first session.
- We also have a visual timetable displayed in the setting to support the routine and help prepare what activity is coming next before home time.
- Parents/carers are encouraged to ask questions not only at the start but at all times during their child's attendance at the Pre-School
- We provide a getting to know you sheet for parents to fill in before their child starts with details of the child's friends, any pets, what they like to play with etc.

Please see the Admissions Policy for information on admission to the Pre-School.

This policy was adopted by	Sticky Fingers Pre-School
On	6th October 2026
Date to be reviewed	October 2027
Signed by Chairperson	
Name of Chairperson	Ashley Panton