

# Rainbow Early Years

## Settling-in (of children) policy

### Statement of intent

At Rainbow Early Years (REY) we want children to feel safe, happy and secure as well as comfortable with staff. We also want parents to have confidence in both their children's well being and their role as active partners with REY.

### Aim

We aim to make REY a welcoming 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 REY, we use a variety of ways to provide their parents with information. These include written information (including our prospectus and policies), displays about activities, open mornings and individual meetings with parents.
- We also provide information by email and through our website [www.rainbowearlyyear.co.uk](http://www.rainbowearlyyear.co.uk).
- During the half term before a child is enrolled, we provide opportunities for the child and their parents to visit REY.
- 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 REY.
- We allocate a Keyperson to each child and their family, prior to starting; the Keyperson welcomes and builds on initial relationship with the child and their parents during their time with us.

- We use pre-start visits and the first session at which a child attends to explain and complete with their parents the child's registration records.
- REY often holds an open morning on a Saturday to allow all parents/carers to attend together to explore the environment and meet their child's Keyperson.
- We ask parents to share information about children's likes and family members.
- REY use an online record keeping system to record children's learning and development which we support parents with (Interactive Learning Diary, ILD).
- We will create a display of families and children who attend the setting at the beginning of the academic year to illustrate the community they are part of.
- Other displays such as birthdays and self registration give children a sense of being part of a group.
- As well as displaying children's writing and creations in preschool.
- We display printed observations with parents permission of what the children have been learning at home.

This individual policy forms part of a larger policy document and should be read alongside our other individual policies.

Date adopted for Rainbow Early Years: January 2005

Date of review: August 2017 by the Manager.

Reviewed: 14-8-18

Reviewed: 30-8-19

Reviewed: 4-8-20