**ALLOWAY EARLY YEARS CENTRE**

**SETTLING IN POLICY**

RATIONALE

*“The transition to school together with the transition from home to an ECEC setting are the first occasions in which children experience a big cultural change, in the people around them, the ways in which they interact, their number of peers, the types of activity they engage in, and their physical surroundings.*

(OECD, 2017:17, Realising the Ambition: Being Me, 2020)

*“The approach to transitions places the child and their family at the heart of any decision-making process.*

(A quality framework for daycare of children, childminding and school-aged childcare, 2022)

AIM

* To work in partnership with families to provide a smooth transition from home to EYC ensuring that the children feel happy, secure and safe in the new setting.

OBJECTIVES

* To provide opportunities for the families and children to visit the EYC and meet the EYC staff and children prior to their start date.
* To enable the staff to have quality time in order to welcome the children and their families into the EYC.
* To establish trust and partnerships with the families in order to work together to achieve common goals.
* To ensure families feel confident in contributing ideas, expressing concerns and shown information.

IMPLEMENTATION

Pre-Induction Visit

* S.A.C. allocates EYC places and informs the HT.
* Early Years staff arrange a parent induction meeting to provide information with regards to start dates etc.
* Depute Manager, Senior EYP and EYC Staff to organise the first visit to the centre.

Induction Visit

* EYC staff will meet the children and families, give them a tour of the EYC, highlight relevant information from the EYC Handbook and answer any questions. The staff will then introduce children and families to all staff and ensure information about the centre is up to date.
* EYC staff will talk to families individually in order to obtain any personal and practical details that they may wish to share.

Role of Staff

* Depute Manager to arrange staggered start dates to ensure key workers have time to greet families and children individually allowing families time to chat with the EYC staff and/or simply spend time settling their child into EYC.
* EYC staff should provide a safe, secure, nurturing and welcoming environment for the families and children.
* EYC staff to welcome the children and their families on their start day.
* To encourage children to form positive relationships with EYC staff and their peers.
* EYC staff should encourage families to stay in the EYC for the first visits, if required to see how their child settles and to meet with other families. EYC staff should ensure that families are supported and reassured about the settling in process. Staff will liaise daily with families about how their child is settling and there will be opportunities for families to visit our EYC and be alongside their child (Stay and Play Sessions).
* Support children to become familiar with the EYC rules and routines and we will help them to follow daily routines through praise, encouragement and a consistent approach to behaviour management.
* Key workers will set up a Learning Journals account for the children in their group to share their learning during their time in the setting and issue families with a QR account to access the account. Parents/carers will be encouraged to upload home learning experiences and achievements onto the software.

Role of Families

* Families should enrol their child for EYC education in February. The dates for enrolment will be posted on notice boards and in the local press.
* Families should bring their child along to the induction visit and encourage their child to become familiar with the setting and their peers.
* Families should complete the “About Me” sheet with their child after starting EYC. This will help staff get to know your child.
* Families should provide essential information for the EYC staff by completing enrolment forms, including medical information and contact details.
* Ensure children are dressed appropriately for EYC – staff will advise parent with regards to messy and outdoor play.
* Families should talk to their child about their EYC day and celebrate their successes and achievements.
* Families should read Parent Information notices/letters and ensure all paperwork and consent forms are returned timeously.

REVIEW

This policy will be reviewed annually or as required in light of experience or any new national/local initiatives.

Updated Sept 25 – L. Miller