

Clutton Playgroup

Settling in to playgroup policy

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

Aim

We aim to make the playgroup a welcoming place where children settle quickly because consideration has been given to the individual needs and circumstances of each family.

Method

In order to achieve this aim, we operate the following procedure:

- Before a child starts to attend the playgroup, we use a variety of ways to provide his/her parents with information. These include written information (including our prospectus and policies), and displays about playgroup activities.
- Encourage parents to visit the playgroup with their children during the weeks before an admission is planned.
- Introduce flexible admission procedures, if appropriate, to meet the needs of individual families and children.
- Make clear to families from the outset that they will be supported for as long as it takes to settle their child at the playgroup.
- 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 playgroup.
- We allocate a key person to each child, soon after she/he starts to attend. The keyperson will arrange a meeting with parents / carers after the child has been attending for about three weeks to make sure things are going well.
- Children must attend a minimum of two sessions per week.
- Reassure parents whose children seem to be taking a long time settling into playgroup.
- Introduce new families into the group on a staggered basis, for example two new children a day for a week rather than 10 new children all at once.
- Encourage parents, where appropriate, to separate from their children for brief periods at first, gradually building up to longer absences. Children cannot play or



learn successfully if they are anxious or unhappy. Our settling procedures aim to help parents to help their children to feel comfortable in the playgroup, to benefit from what it has to offer, and to be confident that their parents will return at the end of the session/day.