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| Name of Policy: | **Settling In/ Transition policy** |
| Name of Setting: |  Busy Bees |
| Overall Aim of Statement: | We aim to help children to feel safe, secure and valued. We want children to feel happy in the absence of their parents, to recognise other adults as a source of authority, help and friendship and to be able to share with their parents afterwards the new learning experiences enjoyed in the pre-school |
| Specific Objectives/ Statements and Procedures for how you will achieve each one: | * Before starting Busy Bees the staff will check through the information given by parents covering favourite things to do and also dislikes.

**Visits*** Offer all interested parents the chance to come round for an individual visit during a session. This can be repeated if the parent wishes.
* We also have an open day where staff and existing committee put on a range of different activities and parents and children can get to know each other.

**Key Person*** Each child is allocated a key person. A letter is sent home detailing what a key person is and which member of staff has been allocated to their child. Photographs and a little information on all the staff is given out with the welcome pack.
* Staff will be available at beginning and end of sessions, longer interviews can be arranged if parents require.

**Partnerships with parents*** Reassure parents whose children seem to be taking a long time to settle.
* Phone parents to reassure them their child has stopped crying and settling well.
* Introduce new starters into the group in a staggered basis over a couple of weeks.
* If possible, start on a day when there is a familiar face – a friend the child may know from another setting
* Encourage parents, where appropriate, to separate from their children for brief periods at first, gradually building up to longer sessions.
* Weekly sheets displayed to inform parents of the activities and themes. Note book to go with children who attend another setting straight after Busy Bees/childminder.

**Transition to School*** The reception teacher visits Busy Bees to meet the children going to school.
* Busy Bees will share child development information with school by providing On Track records.

Children cannot play or learn successfully if they are anxious and unhappy. Our settling procedures aim to help parents and children to feel comfortable in the pre-school, to benefit from what it has to offer, and to be confident that their parents will return at the end of the session. |
| Useful websites | [www.ofsted.gov.uk](http://www.ofsted.gov.uk) [www.daycaretrust.org.uk](http://www.daycaretrust.org.uk) [www.pre-school.org.uk](http://www.pre-school.org.uk)  |
| References to other relevant policies: |  |
| Policy Monitoring and Evaluation Information: | Staff and Chairperson |
| Signature | R Lily |
| Review Date and next review due date: Reviewed Jan 15, next review Jan 16 |