



Heathwood Preschool



Child Induction and Settling in Policy

We want children to feel safe and 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 the learning experiences enjoyed in the setting. We also want parents to feel welcome at our preschool.

We aim to make the setting a welcoming place where children settle quickly and easily, so consideration is given to the individual needs and circumstances of children and their families.

In order to achieve this, we provide the child's parents/carers with information before they start to attend the session.

These include:

- o New Starter Pack
 - New Starter Forms (Including consent forms for photos /observations to be taken and outings within the immediate environment)
 - Finance Contract
 - Session Preference Form
 - Heathwood Preschool Admission Policy
 - One page profile (all about me)
- o School Website
 - Policies and Procedures of the Heathwood Preschool (available on the school website)
 - Prospectus
 - Start and finish times
 - Snack times and snacks offered
 - Term dates (available on the website)
 - Key Person information and an explanation of the Key Person role
 - The daily routine

During the half-term before/at the start of the term in which a child is enrolled, we provide opportunities for the child and their parents to visit the preschool. During your tour of Heathwood Preschool you will receive:

- An introduction to all staff
- A tour of the facilities and information about our toileting procedure (policy available on the website)
- Information about Open Door policy and how parents/carers are encouraged to be free to talk to any member of staff should they have any queries or questions.
- Details of our parents' role and participation at Heathwood Preschool
- Explanation of the record-keeping and observation system
- Information about the Sharing of the Early Years Foundation Stage (available on the school website)
- We may offer a meeting with the child's key person and the Early Years SENDCo, to ensure all relevant information about the child is known.

After the child begins at Heathwood Preschool, we will collaborate with their parents to determine the most effective approach to assisting the child in adjusting to the environment. We will utilise flexible admission procedures, if necessary, to accommodate the requirements of each family and child.

Children cannot play or learn successfully if they are anxious or unhappy.
Our settling in procedure aims to help parents and children feel comfortable in the setting.
To ensure that the children can benefit from what the group has to offer and feel confident that their parents will return at the end of the session/day.

This policy was reviewed and adopted by Heathwood Preschool September 2025

Signed: Tasmin Morrell

Last reviewed: September 2025