

Settling In and Partnership with Parents/Carers

Policy Statement of Intent

High Kirk Preschool aims to provide children with a safe environment for growth, development and learning. Preschool staff and committee believe that every parent/carer has a vital part to play in their child's Preschool development. Therefore we will actively encourage parent/carer involvement in the Preschool in conjunction with Child and Adult Protection and Safeguarding Policy and Procedures and Confidentiality Policy, especially at that sometime difficult settling in period.

Parents/carers are welcome to come into Preschool during the early stages of settling in and their contributions will be greatly appreciated, as we work together to help their child's transition into Preschool life.

We believe this will build the foundation for their child's future educational experiences. Preschool is a place to make new friends and to positively share in your child's Preschool year. The Preschool staff and committee welcome any helpful advice you can share with them and talents too.

Settling In Procedure

- An open day will be held to give you and your child an opportunity to see round the Preschool, and for your child to participate in activities while you will have an opportunity to meet the staff.
- The aim of the open day is to facilitate an exchange of information about your expectation of the group and relevant information about your child.
- Prior to your child's admission into the group you will be given a copy of the following
 - High Kirk Preschool Information Booklet and pamphlet
 - Statement of Purpose Policy
 - Child and Adult Protection and Safeguarding Policy and Procedures
 - Special Needs Policy
 - Promoting Positive Behaviour Policy
 - Code of Acceptable Behaviour
 - Complaints Procedure Policy
 - Confidentiality and Data Protection Policy
 - Intimate Care Policy
 - Infection Prevention and Control Policy
 - Equal Opportunities and Self Esteem Policy

- Children will be phased into Preschool allowing staff sufficient time with each child to settle him/her into their new setting.
- To assist your child's easy transition into Preschool he/she will stay for a **shorter period during the first month**. (A time table will be supplied prior to September start).
- During the **settling in period only** your child may bring along a toy or other comfort object.
- Parents/carers may stay for a short time to help settle their child during the settling in period.
- Parents/carers are welcome to phone during the session if they are concerned that their child is unsettled.
- If a child does not settle the Preschool leader, Mrs. Lorraine Dempsey, will contact the parent/carer.
- The Preschool leader may recommend a continuance of the shorter session for a few extra days/weeks for a child who finds the normal three-hour period too long to start with.

Home/Preschool Links

High Kirk Preschool encourages links between the Preschool and home and promotes this through:

- Meeting and greeting at the door at the start and end of each session
- Two parent interviews during the year and an end of year report for children in their immediate Preschool year.
- Additional meetings with the Preschool leader, Mrs. Lorraine Dempsey, your child's keyworker or Special Educational Needs Co-Ordinator (SENCO), Mrs. Kathryn Bailie, will be arranged on request either by the parent/carer or by the Preschool Leader.
- Ensuring parents/carers feel welcome and that they are aware they can speak to the Preschool leader, Mrs. Lorraine Dempsey, or their child's designated Key worker at the start or end of sessions.
- Preschool monthly newsletter and song/rhyme sheets.
- Preschool book lending library.
- Parent/carer representative involved in the Preschool Committee.
- Preschool Website
- Children's end of year activity book.

- Weekly coffee morning
- By invitation to events such as:
 - Information Evenings/open days
 - Fund raising events
 - Christmas Nativity
 - Autumn/Spring Walks
 - Mother's Day Tea
 - End of year outing
 - Sports Day
 - End of year gift distribution

Links with other Policies:

Child and Adult Protection and Safeguarding Policy and Procedures
Confidentiality and Data Protection Policy
Promoting Positive Behaviour Policy

Settling in and Partnership with Parents/Carer policy has been agreed by High Kirk Community Preschool Committee

Signed _____ Date _____
(Committee Chairperson)