



Settling In **And** **Partnership with Parents/Guardians**

Policy Statement of Intent

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

Parents/guardians are welcome to come into playgroup 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 playgroup life.

We believe this will build the foundation for their child's future educational experiences. Playgroup is a place to make new friends and to positively share in your child's pre-school year. The playgroup 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 playgroup, 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 High Kirk Playgroup Information Booklet and pamphlet, Child and Adult Protection and Safeguarding Policy and Procedures, Special Needs Policy, Promoting

Positive Behaviour Policy, Code of Acceptable Behaviour, Complaints Procedure, Confidentiality Policy and Data Protection Policy.

- Children will be phased into playgroup allowing staff sufficient time with each child to settle him/her into their new setting.
- To assist your child's easy transition into playgroup he/she will stay for a **shorter period during the first two weeks**. (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/guardians may stay for a short time to help settle their child during the settling in period.
- Parents/guardians are welcome to phone during the session if they are concerned that their child is unsettled.
- If a child does not settle the playgroup supervisor, Mrs Lorraine Dempsey, will contact the parent/guardian.
- The playgroup supervisor 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/Playgroup Links

High Kirk Playgroup encourages links between the playgroup 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 pre-school year.
- Playgroup monthly newsletter and song/rhyme sheets.
- Playgroup book lending library.
- Parent/guardian representative involved in the Playgroup Committee.
- Playgroup Website
- Ensuring parents/guardians feel welcome and that they are aware they can speak to the playgroup supervisor, Mrs Lorraine Dempsey, or their child's designated Key worker at the start or end of sessions.
- Children's end of year activity book.

- 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
 - End of year gift distribution

Links with other Policies:

Child and Adult Protection and Safeguarding Policy and Procedures

Confidentiality policy

Signed _____ Date _____

This policy has been agreed and adopted by High Kirk Playgroup Committee