



SETTLING IN POLICY AND PROCEDURE

RELATED DOCUMENTS

Admissions Policy
Child Protection Policy and Procedure
E safety Statement
GDPR Policy
Confidentiality Statement
SEND Policy and Procedure
Drop off and Collection Procedure
Equal Opportunities Policy and Procedure
Working with Parents Policy and Procedure

POLICY STATEMENT

Our staff take the time to get to know new families prior to starting, so that the transition to The Lindens is as smooth as possible for each family.

When new children start at The Lindens, parents/carers are given all essential information, policies, E Safety advice and teachers are available to talk through with each parent/carer how the kindergarten staff will help their child settle into The Lindens.

GUIDELINES FOR SETTLING NEW CHILDREN

- When dropping off children, parents/carers are asked to get their child ready for kindergarten and say goodbye before handing over the child into the care of the kindergarten teacher.
- If the child needs support to come into the group, parents/carers can gently hand their child into the care of the teacher or stay with their child for a short time observing the activities on offer/playtime/garden time and try again on the next day if their child is unable to separate.
- If a child is unsettled initially the kindergarten staff will support and comfort the child until they feel safe and secure. If this goes beyond a reasonable length of time the kindergarten teacher will then call the parents/carers to pick their child up and try again the next day.
- After consultation with parents/carers, staff may use appropriate physical contact to comfort and settle the child once they have separated from their parents/carers.
- This procedure is repeated every morning and gradually over several weeks the children become used to The Lindens, and they begin to feel settled and happy.
- Parents/carers are updated both via phone and through brief face to face meetings several times a week in these initial stages of their child's kindergarten education. If the child is not settled after half a term, the parents/carers and The Lindens staff consult to decide a way forward to best support the child.
- New starters may be invited for a visit prior to starting during garden time.



The Lindens

Steiner Waldorf Early Years

- New starters may attend for part of the session if after consultation with parents we feel that the whole session is too long for them.