

# CARRYDUFF PLAY CARE CENTRE

## SETTLING IN POLICY (Playgroup)

For most children, starting Playgroup is their first separation from their main carer, and we recognise that parents are children's first and most enduring educators. Starting in a new setting is a major event in a child's life and this year with Covid 19 restrictions, this time of transition will have added stress for both children and parents.

This year, in place of our usual open day, parents are encouraged to bring their child(ren) to a short visit, prior to starting at the Playgroup. This is to help familiarise them with the surroundings, and staff, prior to beginning sessions.

Open communication between parents and the Playgroup staff is crucial. It is important for parents and staff to share information. We welcome parents passing on information about the child, and in turn the staff can talk to the parents about the child's experiences in the setting.

Our staff have a vast amount of experience in helping children settle into our setting and are aware of the difficulties that can emerge during this transition period.

If your child is taking longer to settle in than you had expected, and you have concerns, please discuss these with a member of staff. Together we can agree on, and put in place, strategies to support your child.

Every attempt will be made to prevent your child becoming anxious, however if your should become distressed, you will be contacted immediately.

### **At Carryduff Playgroup we aim to:**

- Make the children feel happy and secure in their new environment in the absence of their parent/carer.
- Make the children feel confident to explore and experiment in the physical environment.
- Help the children to develop independence in the new environment and freely access all the resources.
- Support the children to develop positive relationships with both adults and other children in the setting.
- Help children to communicate their needs to others in an appropriate way.
- Promote appropriate behaviour, with clear expectations and positive reinforcements.
- Work in partnership with parents in their children's learning.
- Support and build upon the children's prior experiences and knowledge gained in their home environment.
- Encourage and welcome open and honest communication between staff and parents.

### **As a staff we aim to:**

- Show empathy and sensitivity towards new parents and children.
- Be responsive and flexible by taking into account the individual needs of the children and parents.
- Take time to get to know each child and their parents whilst they are settling in.
- Organise and manage the environment in such a way that the children can operate independently, safely and imaginatively.

### **Guidelines and Procedures:**

Each member of staff responds sensitively to the feelings, ideas and behaviour of each child in their group and endeavours to meet each child's particular needs.

- Information is provided to the parents to familiarize them with daily routines and an overview of the termly and yearly events.
- Parents are asked to complete a 'My Story so Far' sheet before their child starts Playgroup, to give us additional information about their child.
- We welcome regular, informal discussion with the parent/carer, to enable us to build up a picture of their child and the previous experiences they have had.
- During the settling in period, activities and experiences provided in Playgroup are geared towards helping the children settle into the new environment and routines, in response to how each child is progressing.

### **Curriculum**

Carryduff Pre-school adheres to the curriculum provided by Dept. of Education NI in the Pre-school Curriculum Guidance Document. This concentrates on six areas of learning and development i.e. Personal, Social and Emotional Development, Language Development, Early Mathematical Experiences, The Arts, The World Around Us and Physical Development & Movement.

### **What is Expected from Your Child**

1. Your child will be encouraged to make decisions, join in group activities, approach tasks independently and above all learn through his/her own initiative. Please help by encouraging your child to toilet him/herself and ensure that suitable clothes are worn i.e. no belts or braces.
2. We ask that no snacks are brought into pre-school, i.e. chewing gum, nuts, sweets etc. A healthy snack is provided and the menu for this will be displayed in the hall.
3. Each child will be encouraged to assist in tidying away toys after each activity.
4. At Carryduff Playgroup we have a detailed classroom management plan which has been developed through extensive training through Education Authority and other sources. The **Management Plans'** key objective is to promote positive behaviour.  
Please see the Behaviour Management Policy for more information.