**Policy for Settling In**

**Principles**

Maine Integrated Playgroup appreciates that young children settle into new surroundings at different rates. It is important that parents are included in the settling in procedures as much as possible to ensure the child feels safe and secure in his/her new surroundings.

**Statement of Intent**

At Maine Integrated Playgroup we aim to settle children in to playgroup over a maximum of 6 weeks. We will follow the steps outlined below.

**Procedures**

* Parents will receive a playgroup prospectus at the induction day in May/June.
* Parents will be asked to fill in and return a data collection booklet which will inform the staff of the child’s likes, dislikes, medical history and family structure.
* During the month of June, parents will be invited to visit the playgroup with their child. The child will be encouraged to play with other prospective playgroup children.
* During the month of September, a phased intake is initiated so that the children settle in happily, feel safe and confident, and begin to establish relationships with peers and adults. Whilst most of the children will settle within 3 weeks, occasionally the settling in time for some children may have to be extended to meet their particular needs and maturity.
* During the settling in period it is essential that the child is accompanied by a parent/guardian until he/she can separate without distress. The length of stay during these initial days will depend upon how well the child settles and will be extended gradually until full attendance is achieved.
* Children must be picked up by persons aged 18 and over.

**This policy has been adopted by the playgroup committee at a meeting on**

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**Witnessed by ­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Playgroup Leader)**

**Witnessed by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Position on committee \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**