

09.20 Settling In Procedure - Jigsaw Preschool

We understand that it can be difficult for parents and caregivers to leave their child in an early years setting for the first time, particularly if the child is upset when you leave. We will work in partnership with you to ensure that your child's transition is as smooth as possible.

Before your child's first session at Jigsaw Preschool, you will already have:

- Visited the setting and met the team
- Met your child's key worker
- Signed a contract and relevant paperwork
- Discussed your child's:
 -  needs, abilities and interests;
 -  family background;
 -  previous experiences in early years settings (where applicable);
 -  comforters or preferred calming techniques;
 -  medical and/or dietary needs;
 -  additional support needs (where applicable).

Your Child's Settling-In Sessions:

Children generally start settling in with a few short sessions, spread over a few days.

On your child's first day, please arrive at 09:30am. This will allow a little time for your child to settle and for you to ask any questions you may have.

Week 1:

09:30 - 10:30 – 1.0 hour
09:00 - 10:30 – 1.5 hours
09:00 - 11:00 – 2.0 hours
09:00 - 12:00 – 3.0 hours

Week 2:

09:00 - 12:00 – 3.0 hours
09:00 - 13:00 – 4.0 hours (To include staying for lunch)
09:00 - 15:00 – 6.0 hours (Full day)

- Caregivers are welcome to stay for part of the first initial settling in session.
- We will work with you to create a calm, consistent 'goodbye' routine that feels positive, comfortable and reassuring.
- Your child will be supported by a key person who will build a warm, positive relationship with them.
- We will update you on how your child is getting on through updates via Tapestry and regular communication and in partnership will review how your child is settling in after each session.



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Some children will naturally take longer than others to settle. We will work in partnership with you to support your child throughout this transition period to make it as smooth and reassuring as possible.

- If your child is particularly upset and unable to settle after a reasonable period of time, we will contact you to discuss next steps. This may include arranging collection and agreeing to a more gradual settling-in schedule if needed.

It may also be helpful to do the following:

- Send your child with a familiar toy or comforter if this helps them feel calm and secure.
- Share information about your child's current interests in advance so suitable activities can be prepared for their first sessions.
- Talk positively to your child about attending the setting and reassure them that you will return to collect them.

We offer all children the opportunity to attend settling-in sessions prior to their start date.

These sessions are highly beneficial to your child, and to you.

However, these sessions do not have to be taken if caregivers and the key person feel the child will settle confidently without them.