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Updated by: Anna Morgan (Play Leader)

### Starting at Whiteshill Playgroup

Before a child starts at Whiteshill Playgroup, we use a variety of ways to provide parents with information. These can be: meeting at our setting, staying for a playgroup session with the child, reading our policies, looking through our scrapbook at past activities and events, reading the welcome pack, telephone conversations, looking at our website or a home visit. Before a child starts at our playgroup we encourage visits to our setting.

### My Unique Profile

Our 'My Unique Profile' document gives us a good understanding of the child's development to date, how they will settle and what their current interests are. This information covers the three prime areas of learning for two year olds and both the prime areas and the four specific areas for the three year olds. (These can be found on the EYFS curriculum). Each child is allocated a key person before they attend Playgroup.

### Key Person

This Key Person will help to settle the child, get to know them well and understand their individual needs. If a home visit is necessary, this will be carried out by the Play Leader and the child's Key Person.

### Settling in - the first few sessions

When a child starts to attend, we will explain the process of settling in with parents. We will work closely with parents and jointly decide on the best way to help their child to settle. If necessary, parents are welcome to stay for sessions during the first week, gradually taking time away from their child, increasing this as and when the child is able to cope with being left at playgroup. Younger children may take longer to settle in as will children who have not previously spent time away from home or parents. Children who have had a period of absence may also need their parent to be on hand to re-settle them. A child will be considered settled when they have formed relationships with staff, their Key Person, are familiar with where things are, are happy to see the other children and participate in activities. When parents leave they should explain to their child that they will be coming back and when.

### Comforting

We do not believe that leaving a child to cry will help them to settle any quicker. If a child becomes very upset the parent will be contacted and asked to return to Playgroup to help to settle and comfort the child. We reserve the right not to accept a child into our setting without a parent/carer if the child finds it distressing to be left.