



Settling-In Process

At Penguin Preschool, we understand that starting preschool is a big step for both children and their families. Our settling-in policy is designed to ensure a smooth and positive transition.

Before Starting Preschool

- Open Evenings & Day Visits: Parents are invited to attend open evenings and visit the preschool during a working day to meet staff and familiarise themselves and their child with the environment.
- Communication: Parents are welcome to contact us via phone or email at any time prior to their child's start date.
- Manager Meetings: If additional support or information is needed, parents can arrange a meeting with the preschool manager.

Starting Preschool

- Short-Term Parental Support: Parents are welcome to accompany their child into the room for a short period to support the initial settling-in process.
- Individual Approach: We work closely with families to decide what approach works best for each child, with the goal of the child confidently walking into preschool independently, carrying their own belongings.
- Staff Support: Staff are happy to take a child from their parent and offer comfort if the parent agrees. This approach can often help children settle into their routine more quickly.
- Promoting Independence: Extended time with parents in the room may lead to unrealistic expectations. Our aim is to support children to feel secure and confident in the preschool environment without parental presence.
- If a child remains unsettled or shows distress for longer than 15 minutes and is unable to be comforted we will contact parents to agree next steps.

Ongoing Support

- If a child is consistently upset or struggling to settle, we will contact the parent to discuss next steps.
- In cases where settling takes longer, we will work with families to create a tailored plan to support a positive outcome for both child and parent.
- Parents are welcome to phone the preschool at any time to check on their child's wellbeing.

Reviewed 17/8/2026 Sarah Fielding