

6: Settling In

All children are unique and the amount of time that a child takes to settle into Kidz Enterprise can vary enormously. Therefore, children will be given time to settle in at their own pace, so as to make them feel welcome, safe and confident in a new environment.

Kidz Enterprise strongly encourages parents/carers to visit the premises with their children during the week before they are due to start. During this week if not previously completed, Kidz Enterprise requires that the parents/carers concerned complete and return the Registration Form.

Children new to Kidz Enterprise will be greeted in a warm and friendly manner. They will be introduced to all members of staff and told about any other regular visitors to Kidz Enterprise.

Depending on the age and maturity of the child, the parent/carer will stay with the child while the rules and routines are being explained. The parent/carer will have the option of being part of the induction process if they so wish.

Children will be informed about Kidz Enterprises' routines and the programme of activities. They will be shown around Kidz Enterprise, told where they can and cannot go, and have both registration and signing out procedures made clear.

Ground rules will be explained to the child and they will be encouraged to ask questions and raise any concerns. The child will be told about the fire evacuation procedure and the locations of all fire exits, according to the provisions of the Fire Safety policy.

Parents/carers are offered the opportunity to stay with their child for a period of time during their first week.

On their first day, children will be introduced to the other children at Kidz Enterprise. The child will be allocated a 'buddy' who, under the supervision of a member of staff, will show them around Kidz Enterprise and introduce them to the other children. The child will then be encouraged to get to know the other children and settle into the group.

In addition to a 'buddy', each child will be assigned a key person, who has special responsibilities to help the child settle in. The key person will help the child become familiar with the setting, feel confident, safe, and cared for.

All staff will supervise children new to Kidz Enterprise to ensure that they are happy in their new surroundings. The appropriate level of such supervision will be judged according to the child's age, maturity and previous experiences.

Staff will ask on a regular basis how a child is feeling, what activities they enjoy and if they are unhappy about anything. At the end of the first, second and third weeks, the manager will find time to talk to the child about how they are settling in.

If it seems that a child is taking a long time to settle in, this will be discussed with their parents/carers at the earliest opportunity. Likewise, if a parent/carer feels that there is a problem during the settling in period, they should raise this with a member of staff.

Staff will always be available to discuss any concerns or other issues with parents/carers regarding their child and their attendance at Kidz Enterprise. If parents/carers wish to meet with the manager, they should make an appointment to come in for a chat.

Updated By: Derek Beesley (Director of Childcare) Date: 6th March 2016

Signature: *D. Beesley*

