Settling in Procedure & Child Induction

 Abacus will:

 ▪ Encourage parents/carers to visit the Pre-school with their child before admission and to stay for part of the session.

 ▪ Encourage parents/carers to remain for a short time until their child is happy to be left or handover the child to a staff member to comfort and support them when the parent leaves.

 ▪ Reassure parents/carers whose child seems to be taking a long time to settle into the Pre-school and perhaps readjust their session length, to begin with.

▪ Introduce new children into the Pre-school on a staggered basis rather than all at once.

▪ Ensure that parents say a proper ''Goodbye'' to their child and that they reassure their child either that they will come for them at the end of the session, or that someone they know will come for them.

 ▪ Encourage parents to collect their children on time to avoid causing them anxiety. If a parent is unavoidably held up, they should telephone so that the staff can reassure the child Children cannot play or learn successfully if they are anxious or unhappy. Our settling-in procedures aim to help both parents and their children feel comfortable and happy in the Pre-school and to reassure children that their parents will return at the end of the session.

Our aim is for children to feel happy and safe at our Pre-school. We also want parents to feel happy about leaving their children in the care of other adults outside the family. We hope children will become confident and that they will share their new experiences and learning activities which they have enjoyed at Pre-School, with their parents and that parents will value what the children produce and take home.

 Before a child starts to attend the Pre-School, we use a variety of ways to provide his/her parents/carers with information. This may be via email or letter, personal visit and Welcome Meeting where we encourage parents/carers to access our website www.abacusnewmalden.co.uk and read our Welcome Pack, Policies and Procedures.

 We aim to:

▪ Introduce all staff and volunteers

▪ Ensure every child has a signed Child Record Sheet (including medication, allergies, dietary conditions and consent for photos to be taken)

▪ Ensure that parents/carers have read and understood all Policies and Procedures, including our Safeguarding Policy and Fees Policy.

▪ Inform parents about our Emergency Procedures

▪ Provide session start, finish times and term dates

▪ Explain our daily routine

▪ Explain the Key person system

▪ Discuss snack times and lunches

 ▪ Provide information on Free Entitlement

 ▪ Show parents/carers where the 'children's toilets and the 'child's named coat peg are located ▪ Ensure parents/carers are aware that they can approach any member of staff with any queries or questions they may wish to ask at any time

 ▪ Discuss parents'/carers' opportunities for involvement at the pre-school

▪ Introduce the Management Committee of the Pre-School and company set up( on request)

 ▪ Explain the record keeping and observation system

▪ Inform the parent of where to find the Ofsted Standards (on the website)

Reviewed: May 2019

Next Review Date: May 2020