

27- Child Induction and Settling in Policy

We want children to feel safe, stimulated and happy in the absence of their parents/carers, to recognise other adults as a source of friendship, help and support. We want the children to be able to share with their parents/carers the fun learning experiences at Woodentops. We also want parents/carers to feel welcome at Woodentops.

We aim to make Woodentops a welcoming place where children settle quickly and easily because consideration has been given to the individual needs and circumstances of every child and their families.

We achieve this initially by sending out information via email or as paperwork and inviting the parents and the child in to view Woodentops, meeting the staff and children. This visit lasts around 45 minutes. The information includes:

- Woodentops Prospectus
- Packed lunch leaflet
- Parents guide to Tax Free Childcare
- Preparing to write leaflet
- Privacy leaflet
- Schema leaflet
- Visitors code of practice
- Explanation of the Family App.

Before a child can start Woodentops we have forms that must be filled in and returned to us. These are sent out via email with a link that can be submitted online directly to Woodentops. These are:

- Child's Registration form
- All About Me
- Parents contract
- My profile form
- A development checklist based on age
- An individual health care plan

Information such as term dates, Woodentops policies and our curriculum can be found on our website- www.woodentops-potton.com

Before starting the new year in September, we invite all the children and parents/carers in for a stay and Play session on the first day of term. This usually lasts an hour; the children get to explore Woodentops and meet new friends and the parents get to meet their child's keyworker.

We work with Parents to help children settle into Woodentops, doing small settling in sessions gradually building up to their chosen hours.

We welcome parents visiting Woodentops and encourage them to come in and chat to us about their children. Parents can also message on the family app and send us photos.

We use a 'Chatter Book' for parents to put photos and comments about their family in including any pets and holidays they have had. We then look through it with the child, it's a great tool for supporting children who are missing their parents and a fabulous way to 'chat' over their fun experiences they have with their families.

Within four weeks of starting, we aim to do a baseline assessment and share it with parents on the Family App

Children cannot play or learn successfully if they are anxious or unhappy. Our settling in procedures aim to help parents/carers and children to feel comfortable in the setting and to ensure that the children can benefit from what Woodentops has to offer and feel confident that their parents/carers will return to collect them.

This policy was adopted on	25 th March 2019
Policy reviewed	27 th Nov 2024
Date for review	Nov 25

