



Kool Kids

Settling In Policy

All children are unique and the amount of time that a child takes to settle into our club 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.

- The club strongly encourages parents/carers to visit the premises with their children before they are due to start.
- We also offer a taster sessions and work with parents/carers as to how many a child may need to attend in order that they are happy to come.
- Children new to the club will be greeted in a warm and friendly manner. They will be introduced to all members of staff and told about any other visitors to the club.
- 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 wish to be involved.

The club requires that the parent/carers concerned complete and return the club Registration form and booking form before any introduction to the club can take place.

- Children will be informed about the club's routines and programme of activities. They will be shown round the club, told where can and cannot go.
- The club rules will be explained to the child/children and they will be encouraged to ask questions and raise any concerns.
- The child will be told about the fire evacuation procedures. And the location of all fire exits, according to the provisions of the fire safety policy.
- Parents/carers will have both registration and signing out procedures, made clear.
- Parents / carers are offered the opportunity to stay with their child for a period of time during the first week.

- On their first day, children will be introduced to the other children at the club. The child will be allocated a "buddy" who, under the supervision of a member of staff, will show them around the setting and introduce them to other children. The child will be encouraged to get to know the other children and settle into the group.
- All staff will supervise children new to the club 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, third week, 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 parent/carer 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 parent/carers regarding their child and their attendance at the club. If parent/carers wish to meet with the manager, they should make an appointment to come in for a chat.

This policy was adopted at a meeting of	Kool Kids Club
Held in:	April 2024
To be reviewed in:	April 2025
Signed on behalf of the setting:	
Name of Signatory:	
Role of Signatory:	Manager Deputy Manager