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# Arrival of Children Policy

The arrival of the children at the start of each session is very important. This can have an impact on the whole session for the child.

We will work with each individual family where possible to establish a settling routine for each child. This will be based on their previous experiences at being left in the care of others and will be regularly reviewed as they settle and develop.

Each new child will be assigned a Key Worker from the Club staff team for their settling in sessions. Each child's key worker will discuss the child’s individual needs with their parents/carers. Parents are welcome to stay until they are confident that their child is settled. We also invite parents to contact the provision throughout the day for an update if they are at all concerned.

We have established a routine for the children when they arrive — this helps them to settle and develop a sense of belonging.

**Morning Sessions** -

On arrival parents will be greeted by a member of the Club staff who will register the child on the daily register or on IPAL. We will then support the child, if necessary, to find their coat peg and hang up their coat and bag.

Parents are encouraged to share information on their child during this time. For example if their child has had a bad night, went to bed late the previous night, or has been upset over an incident. This enables us to tailor the care we provide to meet your child’s individual needs.

Children are then asked to sit at the snack table for morning breakfast and thereafter, children are encouraged to join in the activities by their key worker or Club staff. They can choose from a range of activities — these will include quiet activities such as sharing a book as well as games, home corner and arts and crafts.

**Afternoon Sessions –**

Children are collected at the end of the school day by the DLH team, either from their classroom or from the Hall from the class teacher. The class teacher will hand over any relevant information for your child to the DLH team. This enables us to tailor the care we provide to meet your child’s individual needs.

Children are then asked to sit at the snack table for snacks and drinks, and thereafter, children are encouraged to join in the activities planned by their key worker or Club staff. They can choose from a range of activities — these will include quiet activities such as sharing a book as well as games, home corner and arts and crafts.

If you have any concerns about your child settling or need to adapt their arrival routine please do not hesitate to contact us.

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| Signed: | \_\_\_\_\_\_\_\_Jayne Dainty\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Date: | \_\_\_\_\_\_\_\_\_24/06/2020\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Policy review date: | \_\_\_\_\_\_\_\_\_\_23/06/2021\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |