



## **Hop Skip and Jump**

### **Settling in Policy**

All children are unique and the amount of time that a child takes to settle into Hop Skip and Jump 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.

Hop Skip and Jump strongly encourages parents/carers to visit the premises with their children before they join the centre. During this time, Hop Skip and Jump requires that the parents/carers concerned complete the Admission Form alongside a senior member of staff.

Children new to Hop Skip and Jump 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 Hop Skip and Jump.

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.

Parents will be informed about the Hop Skip and Jumps' routines and the programme of activities. They will be shown around the centre, told where they can and cannot go, and have both registration and signing out procedures made clear.

Rules and regulations of the centre will be explained to the parent/carer's and they will be encouraged to ask questions and raise any concerns. The parents/carers will be told about the fire evacuation procedure and the locations of all fire exits, according to the provisions of the Fire Safety policy.

All children will be supervised at Hop Skip and Jump to ensure that they are happy in their new surroundings. The appropriate level of such supervision will be judged according to the child's needs, abilities and danger perception.

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 sessions, the manager will find time to talk to the parent or Playworker of the child to find out about how they feel their child is 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 senior member of staff.

Senior members of staff will always be available to discuss any concerns or other issues with parents/carers regarding their child and their attendance at Hop Skip and Jump. If parents/carers wish to meet with the manager, they should make an appointment to come in for a chat.