



Quackers After School Club

Settling In Policy

Quackers strongly encourage parent/carers to visit the premises with their children prior to their start date.

New children will be greeted in a warm and friendly manner.

Children will be introduced to the Staff and informed about the Club's routines and programme of activities. They will be shown around the Club, told where they can and cannot go. The child will be introduced to the ground rules and routines of the club and the fire evacuation procedure will be explained.

Staff will monitor new children 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.

Most children will be absorbed within any scheme by natural care, interest and concern from staff. Children are encouraged to ask questions or to raise concerns.

However, if a child does become distressed whilst with us, and there is no clear reason for this, we have various strategies we can use to try and resolve their sadness, this includes adopting a Key Worker for the child and/or finding a 'buddy' amongst children from the same class.

Parent/carers must be involved in these strategies from the beginning. Staff will always be available to discuss any concerns or other issues with parent/carers. If a parent/carer wishes to meet the Chairperson they should arrange for a chat.

Quackers understands that all children are individuals and come with different attitudes and needs. Some may be ready to be involved in the range of activities on offer, whereas others may resent the extension of separation from their parent/carer. Others still, may simply want to go home and be amongst familiar things, after their long day at School. Every effort will be made to meet individual needs.

Once a new child is registered confirmation will be sent to their parent/carer of the allocation of a place along with their first invoice.

Signed on behalf of Quackers After School Club: _____

Position: _____

Quackers After School Club

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