

## **MARDEN PLAY SCHEME**

### **5: Settling In**

**All children are unique and the amount of time that a child takes to settle into our Play Scheme 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 Play Scheme requires that parents/carers both complete and return the Registration Form.

Children new to the Play Scheme 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 the Play Scheme.

Children will be informed about the Play Scheme's routines and the programme of activities. They will be shown around the Play Scheme and told where they can and cannot go.

Ground rules will be explained to the child and they will be encouraged to ask questions and raise any concerns. The child will be told about the fire evacuation procedure and the locations of all fire exits, according to the provisions of the Fire Safety policy.

Parents/carers are offered the opportunity to stay with their child for a period of time during their first week.

All staff will supervise children new to the Play Scheme 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 and third days, 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 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 member of staff.

Staff will always be available to discuss any concerns or other issues with parents/carers regarding their child and their attendance at the Play Scheme. If parents/carers wish to meet with the Manager, she will be available each day at both the start and end of each session.