



6: Settling In

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

We strongly encourage parents/carers to visit the premises with their children before they are due to start. We require that the parents/carers concerned both complete and return the Admission Form before the child takes up their place. Alongside this parents with children in the EYFS years (up to the end of the Reception year) will be required to complete an Initial Parental Assessment form on their child to give us an indication on the first terms play targets for each individual child.

All new children will be welcomed by the whole staff team and introduced to all members of staff and told about any other regular visitors or staff members who come to Jesters. The child will be allocated a Key person who will help them to settle in to Club and monitor and support them throughout their time in 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 so wish.

Children will be informed about Jesters routines and the programme of activities. They will be shown around Jesters, told where they can and cannot go, and have both registration and signing out procedures made clear.

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.

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 Club and introduce them to the other children. The child will then 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 observe and talk with the children about how they are feeling, what activities they enjoy and if they have any concerns about anything. Their Key person will find time to involve the child in the club activities and help them to settle in. These observations will be both informal and formal.

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 the Key person or Club Manager.

Staff will always be available to discuss any concerns or other issues with parents/carers regarding their child and their attendance at the Club. If parents/carers wish to meet with the Key person or Club Manager, they should make an appointment to come in for a chat.

