

Wheeler Children's Centre

Procedure

for

Settling New Starters



WHEELER
PRIMARY SCHOOL

A Unique child	Positive Relationships	Enabling Environments	Learning and Development
1.2 Inclusive practice	2.1 Respecting each other	3.3 The learning environment 3.4 The wider context	

PROCEDURE FOR SETTLING IN NEW CHILDREN

At Little Treasures we aim to settle your child as soon as possible and work in partnership with parent/carer to provide quality care for your child. We believe that consideration must be given to the individual needs and circumstances of children and their families.

On completion of the registration form, parent/carer will be given a Welcome Pack, and will be able to arrange a start date and 'taster' session.

We suggest that the child is left for a short time on this 'taster' session and usually suggest that parents go to the café for a 'cup of tea'. During this time your child will be placed in the appropriate room and staff will spend time getting to know him or her. We will allocate a key worker to your child who will be responsible for the induction and for settling the child into our setting.

If the parents/carers or staff feel necessary a phased entry could be introduced, where the child and parent could have several 'taster' sessions or stay for short periods of time, eventually leading to the child staying for the amount of time required by the parents/carers.

To ensure that positive relationships are established and that Little Treasures becomes a 'home from home' environment, detailed discussion on routine, diet and comfort will be held prior to the child starting.

Parents will be encouraged to bring photographs of themselves and other family members into Little Treasures. These photographs will be either displayed or put into albums and be looked at/shared with the children.