

Peak Time Kids' Club

Policy and Procedure for introducing New Children to the Club

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

Children will be met by the co-ordinator and introduced to other staff. The core staff team will be responsible for the child/children during the session. They will help the child/children to adapt to their surroundings by showing them around the building, find activities etc, introducing them to other children and allocating them with a 'Buddy'.

The Coordinator will be responsible for making sure that the child/children are aware and reassured of the Fire Procedure and health and safety issues

At the time of collection the Parent/Carer will be given feed back on how their child/children adapted to their new environment. The child/children will also be presented with the opportunity to express their views.