



October 2021

## *Arrival of Children Policy*

The arrival of the children at the start of each session is very important. This can have an impact on the whole session for the child.

We will work with each individual family where possible to establish a settling routine for each child. This will be based on their previous experiences at being left in the care of others and will be regularly reviewed as they settle and develop.

Each child's key person will discuss the child's individual needs with their parent/carer. We invite parents to contact the provision throughout the day for an update if they are at all concerned.

We have established a routine for the children when they arrive — this helps them to settle and develop a sense of belonging.

On arrival parents will be greeted at the door by a member of staff. Parents are encouraged to share information on their child during this time. For example, if their child has had a bad night, went to bed late the previous night, or has been upset over an incident. This enables us to tailor the care we provide to meet your child's individual needs. Your child will then enter the setting with the member of staff and place their belongings on their peg.

Children are then asked to self-register on Family using the room tablet with the help and guidance of the member of staff. The staff member will indicate on the Family app the expected time of collection for the child. Children have additional opportunities for self-registration throughout their session, with different medias depending on the child's room and their current topic.

Thereafter, children are encouraged to join in the activities by their key person or a familiar member of staff. They can choose from a range of activities — these will include quiet activities such as sharing a book as well as games and arts and crafts.

If you have any concerns about your child settling or need to adapt their arrival routine, please do not hesitate to contact us.