



# Child Induction Policy

When children first join Smartkidz they will be allowed to settle in at their own pace. Staff will support in showing them where things are such as where they hang their coats, where to put their lunchboxes and where the toilets are. They will then be showed around the club and where things are. EYFS children have an all about me section in our registration form giving us extra information about the child.

We encourage parents or carers to visit the premises with their children shortly before they are due to start. This gives the children the opportunity to look around the Club and ask any questions and meet staff. It also gives parents the opportunity to complete the necessary paperwork for registration with the Club if this has not yet been done and ask any questions they may have.

## Induction for new children

- The new child will be introduced to all members of staff and informed about any other regular visitors to the club.
- EYFS children and their parents will be introduced to their key workers.
- The Club's activities, expectations, and routines, such as snacks, signing in and signing out, will be explained.
- The child will be shown around the Club and told where they can and cannot go.
- The fire evacuation procedure and the locations of all fire exits will be explained.
- The child will be introduced to the other children at the Club.
- Staff will keep a close eye on the new children and will ensure that they are happy and feel secure in the club environment.

If a child seems to be taking an unusually long time to settle in, this will be discussed with their parents or carers to see what can be done to make the transition easier.

We attend all school EYFS information evenings to meet potential new parents/carers and children and offer advise and information.

This policy was adopted by: Smartkidz Play and Learn	Date: 1/11/2017 Date reviewed: 20/11/2018 Date reviewed: 16/08/2019. Date reviewed:14/08/2020
To be reviewed: 14/08/2021	Signed: 