

# Child Induction Policy

As each child begins their journey at the Centre an induction process is in place to bring together knowledge and information from parents/carers about their child.

Our induction process enables practitioners to meet with parents and children to discuss and share information about the Centre, including the routines and policies we adopt and implement. Staff endeavour to support both the parent and child enabling a happy and successful partnership from the beginning.

- On being allocated a place within the Centre staff will make contact with the parent approximately three to four weeks prior to that child's start date to arrange an induction meeting.
- The induction meeting provides an opportunity for parents to share information about their child's likes, dislikes, needs, home routines, allergies, culture, language, communication etc. Staff will make a record of the discussion and share information about the Centre and play area. Settling in visits will be arranged during this meeting.
- Settling in visits support the child and family to become familiar with the environment and facilities a bonding period with the staff who will care for them. Enabling attachments to form. After this approach, children will be allocated a key person who will carry out their role.

Settling in visits will be flexible and arranged at convenient times between parents and staff usually over a two week period. These will be provided free of charge, dependent on the individual needs, age and stage of development of the child.

We recognise each child as an individual, who will adapt to Centre life at their own pace. Settling in visits and introductory sessions are key to a smooth transition and to ensure good communication and information sharing.

We respect and acknowledge the varying circumstances of our families, including those who are unable to stay for long periods of time in the Centre and will reassure them of their child's progress towards settling in.

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Bright Beginnings operates an 'Open Door' policy, and we encourage and welcome visits to the Centre by parents and carers. Welcoming parents/carers to stay with their child during the first few weeks until the child feels settled and the parents/carers feel comfortable about leaving him/her. A direct telephone line is available in all play areas to enable communication if required during the day.

<b>This Policy was adopted on</b>	4 <sup>th</sup> May 2017
<b>Signed on behalf of the Centre</b>	Fiona Hakin
<b>Date for review</b>	4 <sup>th</sup> May 2018