

# Hemingford Playgroup Grey

## Policy: Settling in

November 2014

### **Introduction**

We want children to feel safe, stimulated and happy in our Playgroup and to feel secure and comfortable with staff. We also want parents/carers to have confidence in both their children's well-being and their role as partners with the playgroup.

### **Aim**

We aim to make our playgroup a welcoming place, where consideration has been given to the individual needs and circumstances of the children and their families.

### **Procedures**

We encourage parents to visit our playgroup with their child prior to admission. At this time they have the opportunity to experience the playgroup in action and are free to ask questions. Flexible admissions procedures can be arranged to meet any individual needs, and we normally admit children throughout the year.

Before a child starts to attend we jointly decide with his/her parent/carers on the best way to help their child to settle into playgroup, as each individual child is unique.

Parents/carers are welcome to stay for all, or part of a session in order to settle their child. However if they attend on a regular basis, more than three times in a month in line with current guidelines, they are required to complete a DBS check.

This policy was adopted at a meeting of Hemingford Grey Playgroup Committee, held on

10<sup>th</sup> March 2010, and reviewed at a meeting held on 28<sup>th</sup> September 2011 and 11th November 2014.

Signed by the chairperson on behalf of the Committee:

..... (Chairperson's name - block capitals)

..... (Chairpersons signature)