

Breakfast, After School and Holiday Club Welcome Policy

Statement of Intent

YMCA Brunel Group will work with the children, parent/carer and staff to ensure their time with us is enjoyable and appropriate to the age of the individual child.

Settling In

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

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.

- Parent/carers should visit the premises with their children before they are due to start and have a settling-in session during this time.
- This may be subject to restrictions due to a pandemic.
- Children new to the club will be greeted in a warm and friendly manner. They will be introduced to all members of staff and told about any other regular visitors to the club.
- Children will be informed about the club's routines and the programme of activities. They will be shown around the club including the outside and ancillary areas.
- Golden rules will be explained to the child and they will be encouraged to ask questions and raise any concerns.
- The child will be told about the fire evacuation procedures and shown the locations of all fire exits, according to the provisions of the Health & Safety Policy.
- On the first day, children will be introduced to the children at the club. The child will be allocated a 'buddy' who, under supervision of a member of staff, will show them around the club and introduce them to the other children. The child will then be encouraged to get to know the other children and settle into the group.
- Staff will ask on a regular basis how the child is feeling, what activities they enjoy and ask if they are happy with everything. At the end of the first, second and third weeks, the leader will find time to talk to the child about how they are settling in.
- Any settling-in concerns should always be brought to our attention early so that we can meet and discuss.
- Staff will always be available to discuss any concerns or issues with parent/carers regarding their child and their attendance at the club. If parent/carers wish to meet with the Manager, they should make an appointment to come in for a chat.

The club will refer to all other YMCA Brunel Group Nursery/Preschool Policies.

All other policies relating to YMCA Brunel Group are available for you to read at the childcare setting or on our web site.

Signed on behalf of YMCA Brunel Group
(original signed copy held at registered office)



Mike Fairbeard

Role of Signatory

Chief Executive

Date of Review of Policy

November 2021

YMCA enables people to develop their full potential in mind, body and spirit. Inspired by, and faithful to, our Christian values, we create supportive, inclusive and energising communities, where young people can truly belong, contribute and thrive.

SUPPORT & ADVICE

ACCOMMODATION

FAMILY WORK

HEALTH & WELLBEING

TRAINING & EDUCATION

