

Queen Camel out of school club Settling in Policy

Statement of intent

We want children to feel safe, stimulated and happy in Camel Club and to feel secure and comfortable with staff. We also want parents to have confidence in both their children's well being and their role as active partners with Camel Club.

Aim

We aim to make Camel Club a welcome place where children settle quickly and easily because consideration has been given to the individual needs and circumstances of children and their families.

Methods

- We provide information about our out of school club on our website and endeavour to supply as much information as possible to parent enquiries on request by phone, email or in person.
- Before a child starts to attend the Camel Club, we provide his/her parents with registration materials.
- Children and parents are welcome to come into Camel Club at any time to see what our sessions are like.
- We ensure children are taken over to school at the end of morning sessions and those that are booked in are collected from school at the beginning of the afternoon session. We try to be aware of which children may be late coming over if they are attending an after school activity.
- We actively seek children and parent's feedback on what they enjoy in the sessions or what we could do to improve our service

Links to other policies and legislation

- Settings Policies/Procedures: -
- Legislation –
- Every Child Matters Outcome: -
- General Welfare Requirement: -

A unique Child	Positive Relationships	Enabling environments	Learning and development

This policy was adopted at a meeting of Queen Camel Pre-school
Held on 21st May 2015
Signed on behalf of the Pre-School

Kate Kirkham, Chairperson