

# **Induction for new Families Policy**

## **Statement of Intent**

It is our intention that all families intending to enrol their child at Cuckoo Meadow Pre-school are given information which they may find helpful to enable them to understand our practices and procedures before the child's first day. We want all our families to feel welcomed and well-informed, confident of the role of the pre-school and their own role in their child's pre-school education.

## **Aim**

The aim of this policy is to ensure that parents and carers are given all the requisite information on their first visit to the pre-school, and in any subsequent taster session.

## **Methods**

1. A child and carer visiting our pre-school for the first time will be made to feel warmly welcomed. A supervisor will normally be in charge of providing information to parents at this visit. Depending on the age of the child, they will be encouraged to join in the session with the other children.
2. Staff working in the session in which the child visits will be introduced to the child and the carer, with particular care taken to ensure that the name of the member of staff principally charged with the visit is given to the parent or carer in writing so that the family will have a named point of contact for future reference.
3. The carer or parent will receive a copy of the prospectus "About Our Pre-school" to take home. During the visit the supervisor will talk through the prospectus with the parent, answering questions as appropriate.
4. During the visit the supervisor will ensure that any special needs, medical and dietary requirements are discussed, as well as any special words, language or routine appropriate to the child.
5. Parents and carers must be made aware at the first visit that we are a Committee-run Pre-school, under the auspices of the Pre-school Learning Alliance. They may take a copy of our constitution home and should be made aware of the committee's contact details, and encouraged to consider becoming involved in this way.
6. The pre-school's policies must be made available to the parent. It may not be appropriate to overwhelm the family with information on their first visit, but they should be aware that they may ask for a copy to borrow at any time, and should have read them before the child starts with us.

7. Where a parent indicates that they would like their child to enrol at the pre-school, or join the waiting list, the list will be consulted and the child's name added where appropriate. Every effort will be made to ensure that the child is placed in the sessions most convenient to their family and appropriate to the needs of the child. The parent or carer will complete and return;

- Registration form
- Contact details form
- List of likes and dislikes
- First Aid and emergency permission form

8. After the parent and staff have discussed all relevant issues, the child and parent are welcomed to stay for the rest of the session to observe the daily routine, if they are able to do so.

This policy was adopted at a meeting of Cuckoo Meadow Pre-school

held on.....

Signed on behalf of the pre-school.....