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## Settling in Policy

Once the Parachute club has confirmed a place is available for a child, The management will encourage parents to come along to the club for a pre-visit where all registration forms should be completed, Parents will be encouraged to return their child for a second visit so that the child can be left in the care of our staff team to allow the child to settle in for a shorter period of time.

All children will be greeted into Parachute Club and introduced to all staff and children and told about any other visitors to the club. Children will be informed about the settling, routines and the programs of activities, they will be shown and introduced to the club and surroundings. Ground rules will be explained and all relevant policies also.

Staff will supervise the children at all times, working closely with new children, if a child is having any problems settling in or if they are generally unhappy, staff will always discuss this with the child and their parent.

Children in nursery and reception who are starting the school in September will be offered a free days place within the 6 weeks holiday this gives opportunity for staff to settle children in and get to know a little more about them, staff will show children how we will collect them from school and go through the basic rules.