



Early Learning and Childcare Centre

NEW CHILD STARTING PROCEDURE

On Application

When an application form is received by Ferryfield a letter will be sent out detailing the child's start date and date for their pre-start visit. Before the pre-start visit a parent pack needs to be set up.

Pre-Start Visit

- When a child attends the pre-start visit, all staff on the premises should be very welcoming to both the child and their parents / carers.
- Everyone should be shown all areas of Ferryfield and each area should be explained (what may be obvious to staff members may not be obvious to newcomers).
- Allow the child to play and explore around the Ferryfield whilst the parent sits and fills in the necessary paperwork.
- Engage and observe both the child and the parent – this is the best opportunity you will get to make the parent feel comfortable with information sharing.
- Try to obtain as much information as possible about the child, toy preferences, drop off and collection preferences, toileting habits etc.
- Advise parents about indoor shoes, where nappies and wipes go and the bag to store a change of clothes in and also get the child to choose where their peg will be, their tooth brush and what they would like on their peg picture.

After the Visit

- Using a child record checklist, attach it to the back of a yellow folder and then fill in the appropriate parts.
- Put child's details in to the mobile phone and file the appropriate paperwork into the child's PLP
- Yellow folder should be handed to Manager to be input into the register.
- Allocate the child a toothbrush, peg and bag.

- Yellow folders are to be secured in the filing cabinet. PLP are to be displayed in the playroom.

Adopted by the Committee

Date

August 2016