



New Arrival Policy

It is important to prepare for new arrivals and make them feel welcome in Dandelions.

When parents inform us that they wish their child to join Dandelions, they are emailed or personally given Dandelions prospectus and registration forms for the pre-school or out of school club.

The parents are offered the opportunity to bring their child to visit the pre-school or out of school club and spend time with us prior to joining.

On the day of joining, the following should happen:

The Manager/Deputy and Keyworker welcome the child and parent and introduce all members of the team. Information collected from the child's previous learning journey or the 'All About Me' issued by Dandelions prior to arrival, regarding the child's interests, likes and dislikes will have been planned into the daily activities.

The Keyworker should chat with the child and encourage the child to visit the areas in the pre-school and the activities that are available.

The Manager/Deputy will check that all relevant forms have been completed and that the parent is aware of session times and routine.

The Manager/Deputy will show parents where policies can be found and where the parents notice board is. There is a hard copy of the policies available in the pre-school for parents to access as well as on Downlands School/ Dandelions website.

During this time, the Keyworker will be sharing time with the child and encouraging other children in the group to make them feel welcome.

When the parent leaves the pre-school, every effort should be made to encourage the child to join in with the activities available.

As the child's confidence develops, it may be possible to withdraw slowly from activities that the child may be settled into the pre-school (always be near enough to return to the child should they need support).

It is of the utmost importance that we communicate with the parents at the end of the session and also that the home contact book (where requested by parents) is filled in on a weekly basis in order to keep parents informed of progress. Tapestry Early Years Online Learning Journeys are used in Dandelions which are accessible to parents by password login. Further information can be found at: <https://tapestry.info/>

References

The Foundation Stage Forum Ltd., 2017. *Tapestry Online Learning Journal* [online]. Available from: <https://tapestry.info/> [Accessed 13th November 2017].

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