



Child Induction Policy

When children first join Kids2Day Pre-School they will be allowed to settle in at their own pace.

We encourage parents or carers to visit the premises with their children shortly before they are due to start. This gives the children the opportunity to look around the setting and ask any questions. It also gives parents the opportunity to complete the necessary paperwork for registration with the Pre-School if this has not yet been done.

If necessary, parents or carers may stay with their children for a short time to help them settle.

Induction for new children

- The new child will be introduced to all members of staff and informed about any other regular visitors to the setting.
- Children and their parents will be introduced to their key person.
- Parents will be asked to complete an 'All about me' form to give information about the child's likes, dislikes and favourite toys. This helps the key person with building a positive relationship and supporting the child through setting in transitions.
- The Pre-School's activities, rules and routines such as snack cafe time and outdoor play, signing in and signing out, will be explained.
- The child will be shown around the Pre-School and told where they can and cannot go.
- The fire evacuation procedure and the locations of all fire exits will be explained.
- The child will be introduced to the other children at the Pre-School. Their key person will assist them with finding their way around and involving them in activities and carry out any personal care needs.
- Staff will keep a close eye on the new child and will ensure that they are happy, engaged and feel secure in the Pre-School environment.
- During the child's settling in sessions and first proper session at the Pre-School, staff will share with parents/carers via Ovivio app and hand over how they have been.

If a child seems to be taking an unusually long time to settle in, this will be discussed with their parents or carers to see what can be done to make the transition easier.

This policy was adopted by: Kids2day Pre-School	Date: 09.02.2026
To be reviewed: Feb 2027	Signed:

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2025): Safeguarding and Welfare Requirements: Information and Records [3.92-3.95]; Key person [3.41] and safeguarding [3.4-3.6]*