

6.2

SETTLING IN

- Each student attending The Ark Centre will be given a key person and this person will be responsible for developing a relationship with the student to enable him or her to settle in as quickly as possible.
- Prior to attending The Ark Centre, each family will be provided with a pack of information, including the prospectus, and further information about the therapies available.
- During initial visits to The Ark Centre, parents/carers and children will be informed about The Ark Centre's routines and the programme of activities. They will be shown around the centre. The child, if willing, will be encouraged to get to know the other children and settle into the group, and offered some toys to play with during the visit.
- In some cases, a few visits to The Ark Centre may be necessary and this can be discussed with the Manager.
- Staff will always be available to discuss any concerns or other issues with the parents/carers regarding their child and their attendance at the Centre. If parents/carers wish to meet with the Manager, they will be encouraged to make an appointment to come in for a chat.
- Parents/carers will be encouraged to support the staff in allowing them to settle the child fully into The Ark Centre. The Ark Centre are dedicated to working in partnership with the parents. Please refer to the *Working in Partnership with Parent/Carer Policy*.
- Likewise, if a parent/carer feels that there is a problem during the settling in period, they should raise this with a member of staff.
- We judge a child to be settled when they have formed a relationship with their key person and other members of the team. The child is also familiar with where things are and is ready to participate within The Ark Centre activities.
- When parents/carers leave, we ask them to say goodbye to their child and explain that they will be coming back, and when.
- We reserve the right not to accept a child into the setting without a parent/carer if the child finds it distressing to be left. This is especially the case with very young children.