

Richmond Hillbillies Policies and Procedures 2020/2021

Richmond



Hillbillies

New Children & Parents + Key person

All children are individuals they all need to settle into Hillbillies in their own way. We do what we can to support this so that they feel comfortable and confident as soon as possible. If your child is upset on entering the setting we will use our compassion & experience together to help your child settle into the setting. Although it is distressing & can cause anxiety our experience has found that once inside they settle quite quickly & we can ring you to inform you of the situation.

New children

Parents/carers are strongly encouraged to bring their child for a visit to the club before they start so they can see a typical session and meet the playcarers. This also gives the playcarers the opportunity to meet the new child before they have to collect them from school. Parents/carers are given a copy of Hillbillies prospectus to read and if or when they decide Hillbillies is suitable for them and their child they are asked to complete a registration and consent form and a payment agreement. It is explained to the parent/carer about the need to sign and put the time on the register. Parent/carers are given a contact number card and it is stressed the importance of informing us of any changes to arrangements and the procedures that we follow if a child is deemed missing or is not collected.

Key person

Following the requirements of **The Early Years Foundation Stage** all foundation (F1/F2) children will be allocated a Key Worker. We will allocate and inform you about the staff member who will be your child's keyworker during their first term. The Key Worker's role is to support the children and give them reassurance, and help them to adjust to their time with us at Hillbillies be it when playing, interacting with friends or at the snack table. The keyworker will be aware of yours and your child's needs, likes and dislikes. It gives you as parents an opportunity to speak to a member of our team about your child's time at club. At Hillbillies our keyworkers will keep some written information about your child. This will include some observations, their interests - whilst most importantly highlighting their achievements and the things they enjoy doing at Club (we regularly take photographs of the children for you to see the sorts of things your child is enjoying whilst at hillbillies).