**Compton Pre-school: Welcoming Procedure**

**At Compton Pre-school we want each child to feel welcomed when they enter the setting. We aim to achieve this in the following ways:**

* By greeting the parent/carer and the child and welcoming them by name.
* By encouraging the child to place their belongings in an appropriate place, find their name card and sit with the group for registration.
* By always being ready to answer any questions and offer information.
* By offering to gently take the child from the parent/carer if they are finding it hard to separate.
* By encouraging the child to say goodbye.
* By encouraging the child to play after they have had a period of reassurance.
* By encouraging an anxious parent/carer to ring to check how the child is or tell them that a member of staff will telephone them when the child has settled.
* By keyworkers aiming to ensure that they foster a caring, positive relationship with both the child and the parent/carer.

A kind word of reassurance, a positive welcome and a smile always make a difference!

Signed on behalf of the pre-school by:

Date: 14.10.22 Update: 10.23