



ADMISSIONS & SETTLING IN POLICY

**REVIEWED JULY 2018 BY
THE MANAGEMENT TEAM**

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ADMISSIONS

We at Little Hands Little Feet Nursery, welcome children and families from all social, religious and cultural backgrounds. We value the diversity of family structures and life-styles. We aim to create a rich and diverse nursery environment to reflect the social and cultural diversity within our community.

We recognise that all children in the nursery have a right to be listened to, respected, valued and protected from all forms of discrimination. We aim to be as flexible and accessible as possible, offering sessions based on the needs of families in the local community.

We recommend that you come for a visit, see the Nursery in action and meet the staff. We kindly request that you arrange for an appointment so our Manager or Deputy can give you their undivided attention, whilst they show you around the building. This enables you to discuss any questions or concerns you may have.

Little Hands Little Feet aim to ensure your child's introduction to our setting is as stress free as possible for you and your child. Once a place has been offered, we will invite you and your child to visit the nursery prior to your child's official start date. This helps to familiarise your child with the surrounding environment, the nursery staff and the other children. When settling in a child, the child will be appointed a key worker, this enables settling in to be a more pleasant experience for both children and parents. We encourage the parents to allow the child a favourite toy or security item to help make their transition from home to nursery fun. The Manager/Deputy will introduce the parent to the unit head of the room, they will then discuss with the parent about the general routine that the child will follow; for example, sleep patterns, any special dietary requirements and if there is a favourite toy that he/she may like to bring.

We offer 2 settling in periods, the 1st settling is for 1 hour where we would arrange for you to come in and acquaint your child and yourself with the building and how the day operates. This session offers a good opportunity for you to chat informally with staff enabling you to get to know each other better and build up a sense of trust and mutual respect. We also offer a second settling for 2 1/2 hours; 9:00–11:30am, where we would recommend for you to leave your child so they can get an experience of the room and staff on their own. Parents are welcome to telephone at any time during the visit to see how the child is settling in. At the end of the visit a full verbal report will be given to the parent and any remaining questions answered.

The following day would be your child's first full day to attend the hours that suit you between 7:30-6:00pm or the AM/PM sessions. We are aware that this can be a hard and worrying time, but parents are always welcome to phone and check how your little one is settling in. The registration forms must be completed and returned to ensure we have accurate and up-to-date data on your child before they start.

Our settling procedure aims to help parents and children to feel comfortable in the nursery and to ensure that children benefit from what we have to offer and feel confident in the knowledge that their parents/carers will return at the end of the session/day.

A child who is tense or unhappy may struggle to play and learn to their full potential, it is therefore paramount for parents/carers and staff to work together to ensure the child feels confident and secure in the

group. This takes longer for some children and parents/carers should not feel worried if their child takes some time to settle in. We find that staying with your child and then leaving him/her for short period's eases the separation process. The more a child comes and experiences the activities on offer and sees their parent interacting with the staff, the more settled they will hopefully feel.

In the very unlikely event that your child does not seem to settle at the nursery and you are unhappy to continue with the settling period, we will review the situation with you and discuss the option, including termination of the contract; the welfare and happiness of your child's the most important aspect of our interaction.

The Nursery will provide:

- Spare beakers, cups, plates & cutlery
- Cots/sleep-mats/bedding
- Milk for snack
- A home-made lunch, morning and afternoon snack

We encourage staff and parents to communicate to see what you need to bring in for your child's first day.