



## Admissions

We want your child to feel safe and happy in the absence of their parents, and to recognise other adults as a source of authority, help and friendship and to be able to share with their parents afterward their new learning experiences enjoyed in the nursery.

We also want parents to feel welcome and involved from the beginning.

So that we may achieve this, our aim is to build constructive relationships with parents in the following ways:

1. By creating opportunities for the exchange of information, using among other resources a copy of the nursery's prospectus.
2. Settling in and nursery routine and information about your child form completed and returned to us on your child's first visit.
3. By encouraging parents to visit the nursery with their children during the weeks before an admission is planned for a show around.
4. By reassuring parents whose children seem to be taking a long time settling into the nursery, bringing in new strategies in accordance with our procedures quickly to help with settling in, when appropriate, a transitional object can be brought in from home. Pictures of the day spent can be sent home.
5. By giving parents a daily verbal report at the end of each session covering the child's progress.

## Procedures

After the initial visit, the parent is encouraged to talk about coming to the setting, a peg with their photo above where they can hang their coats and belongings that will make them feel valued and encourage name recognition.

- To have as many settling in sessions that you feel that you and your child need to become familiar with the nursery.
- Our procedure would be for you to stay for a short period until the child becomes familiar with the surroundings, and then leave.
- Staff will be ready to take over from you with reassurances that we would phone you if we were unable to settle your child. The parent is encouraged to ring us in half an hour for an update and reassurance.
- Great efforts would be made to distract or interest the child in what is going on and being supported for as long as is needed.
- We understand that children need to share their feelings, so we need to explain that it is alright to have a cry and it is alright to be sad. Leaving mummy or daddy is extremely hard to start with, but they are coming back to pick them up.
- If your child continues to be distressed coming into nursery we will get together and discuss the best way forward. It may be better for us to use the telephone rather than talk in front of your child.

Children cannot play or learn successfully if they are anxious and unhappy. Our settling in procedures aim to help parents and children feel comfortable in the nursery and help to ensure that the child can benefit from their time at nursery, confident in the knowledge that their parents will return to collect them at the end of the session.

All staff will greet the children on arrival, so they are acknowledged and valued as part of the team.

Each child will have an online learning journey and all information on progress will be written in as observation. Children have the freedom of the outside and inside environment at all sessions

Children are monitored and observed.

Children who need extra help, outside agencies are sought with the parents to ensure children's individual needs are met. (See the Additional needs policy)

Early Years Foundation Stage Guidance is used to assist planning and development needs.