

## **Admissions and Settling in Policy**

### The Children's Workshop Pre-School

The Children's Workshop's aim is to make children, parents and families in the setting feel safe, secure and comfortable by providing a welcoming environment. As we are such a small setting we find that children settle well and we can take on board parents and children's wishes and individual needs to aid the settling in process.

- The Children's Workshop encourages parents to view our Pre-School and look at the information on our website [www.childrensworkshopmolesey.co.uk](http://www.childrensworkshopmolesey.co.uk)
- The Children's Workshop charges a registration fee of £75 to put your child's name on the waiting list, if we are full and your child does not get a place we will refund the registration fee back to you, this does not include if you change your mind.
- The Children's Workshop operates a waiting list system and tries to facilitate all children within the order they register. However sometimes the child may miss or another may fall in the required age limit and therefore will get priority over the place.
- Siblings will be given priority.
- All children will be admitted regardless of racial origins, religions, cultures, diversity of backgrounds, gender and those with learning difficulties and disabilities. (See Equal Opportunities Policy).
- When the child has reached the top of the waiting list, they will be informed as to what places are available to them at the time. We give an allocated time for the parents to accept the place before offering to another.

#### **On acceptance of a place:**

- A welcome pack will be emailed to all new parents with relevant information and policies can be viewed on our website.
- Parents will be asked to fill out the Registration Form and indicate and sign various documents e.g. Nursery Agreement, Supporting Transition, and Permission for emergency/operative treatment, Photographs and Outing Policy. They will also be asked send back the Registration Form and we will ask to see the birth certificate or passport to enable us to apply for the Early years funding.
- Pre-visit to the Pre-School will be arranged to both prepare the child and parent and to discuss information on the Registration Form. An "All About Me" form will be given to be filled in and can be handed back to us on the child's first day at nursery.
- When children start in September, there will be a Stay and Play in July and a Stay and Play in September.
- When a child starts midway through the year, there will be a Stay and Play with a parents/carers and a Stay and Play on their own before starting their regular session.
- If the child attends or has attended a different setting or Childminders, we require parents to notify us so we can make contact for a suitable transition.
- Each family will be allocated a key person to help them settle into our nursery and become familiar with the routine. The key person will also relay information about the child's progress.
- Parents may stagger the time that the child is left, until confident.
- Comforters may be brought in to aid the settling child.
- We encourage parents to always say good-bye when leaving.
- We text parents for the first few sessions, whilst their child attends, to inform them of their child's progress through the settling in period.
- We will always contact the parent if the child becomes distressed and ask them to pick their child up early on that session. We will then discuss with the parents the best way to progress forward for their child.
- If the parents are anxious about leaving their child we offer support and guidance and introduce them to parent/s who have been through similar experiences to reassure them.

<b>This policy was adopted on</b>	<b>Signed on behalf of the nursery</b>
27/01/2023	Sarah Maynard

