



DEAN CLOSE
LITTLE TREES
NURSERIES

DEAN CLOSE NURSERIES LIMITED

Independent Day Nursery

**Child Admission and Settling In Policy
(NL044)**

Little Trees, Dean Close Nurseries Ltd is wholly owned by The Dean Close Foundation, registered Charity No: 1086829

LITTLE TREES DAY NURSERY

CHILD ADMISSION AND SETTLING IN POLICY

At Little Trees we care for children between the ages of 3 months and 4 years.

The number of children in attendance at any one time, admitted to the nursery is in accordance with the legal space requirements as determined by the regulators.

When considering admissions we are mindful of staff: child ratios and the facilities available at the nursery.

The nursery will use the following admission criteria which will be applied in the following order of priority:

1. Looked after children
2. A child known by the local authority to have special educational needs (SEN)/ additional learning needs (ALN) and whose needs can be best met at the preferred nursery
3. A vulnerable child with either a Child Protection or a Child in Need Plan or Local Authority/Common Assessment Framework
4. Children who have siblings who are already with us
5. Children whose parents live within the area.

A child requiring a full-time place may have preference over one requiring a part-time place. This is dependent upon work commitments, occupancy and room availability.

We operate an inclusion and equality policy and ensure that all children have access to nursery places and services irrespective of their gender, race, disability, religion or belief or sexual orientation of parents.

Prior to a child attending nursery, parents must complete and sign a contract and registration form through the Enrolment Hub on our website. These forms provide the nursery with personal details relating to the child. For example, name, date of birth, address, emergency contact details, parental responsibilities, dietary requirements, collection arrangements, fees and sessions, contact details for parents, doctor's contact details, health visitor contact details, allergies, parental consent and vaccinations etc.

Settling In

We aim to support parents and carers to help their children settle quickly and easily by giving consideration to the individual needs and circumstances of every child and their families. Our aim is for children to feel safe, stimulated and happy in the nursery and to feel secure and comfortable with all staff. We also want parents to have confidence in both their children's continued well-being and their role as active partners, with the child being able to benefit from what the nursery has to offer.

Date of Issue: March 2021

Review Date: March 2022

Owner: Area Manager

All our staff know about the importance of building strong attachments with children. They are trained to recognise the different stages of attachment and use this knowledge to support children and families settling in to the nursery.

Our nurseries will work in partnership with parents to settle their child into the nursery environment by:

- The room leader/ supervisor offers a settled relationship for the child and builds a relationship with his/her parents during the settling in period and throughout his/her time at the nursery, to ensure the family has a familiar contact person to assist with the settling in process
- The room leader/ supervisor will allocate a key person to each child.
- Reviewing the nominated key person if the child is bonding with another member of staff to ensure the child's needs are supported
- The key person welcomes and looks after the child, ensuring that their care is tailored to meet their individual needs.
- Management will provide parents with relevant information about the policies and procedures of the nursery
- Management will encourage parents and children to visit the nursery during the weeks before an admission is scheduled
- Settling in sessions will be encouraged to phase the child into nursery.
- We welcome parents to stay with their child during the first one hour session so that the child feels settled in the nursery environment and the parents feel comfortable about leaving their child. Settling in sessions are key to a smooth transition and to ensure good communication and information sharing between staff and parents.
- Reassuring parents whose children seem to be taking a long time settling in to the nursery and developing a plan with them
- Encouraging parents, where appropriate, to separate themselves from their children for brief periods at first, gradually building up to longer absences
- Assigning a buddy/back-up key person to each child in case the key person is not available. Parents will be made aware of this to support the settling process and attachment
- Respecting the circumstances of all families, including those who are unable to stay for long periods of time in the nursery and reassure them of their child's progress towards settling in
- Not taking a child on an outing from the nursery until he/she is completely settled.