



## Admissions Policy

- 1 The nursery will draw up a list of the names of children whose parents wish them to attend the nursery, together with preferred start dates and number of sessions required per week. Parents should always be encouraged to attend the nursery for a visit prior to decision being made. Settling in times will be discussed when start date has been established.
- 2 Numbers of children within each age group will be strictly regulated so that the maximum legally permitted is not exceeded.
- 3 Prior to the child's attendance at the nursery, the parents or carers must complete and sign a registration form and 'Partnership with Parents' form as well as emergency contacts, Toothbrushing consent and website consent. These provide the nursery with the following vital information:
  - Name, home address and date of birth of each child
  - Starting date and number of sessions required
  - Arrangements for payment of fees
  - Name, address and telephone number of parents or carers
  - Emergency contact numbers
  - Names of people authorised to collect the child
  - Special dietary requirements
  - Name, address and telephone number of child's doctor
  - Illness and inoculation details
  - Details of any allergies
  - Parental consent on emergency procedures
- 4 Parents or carers will also be asked to provide the nursery with any further information which they feel will enable us to take the best possible care of their child/children, in the form of an 'All about Me' form. This should include particular likes/dislikes, feeding habits, sleeping patterns toileting requirements etc.
- 5 Throughout the child's time at nursery update details will be gathered periodically to change with the child's changing needs.

## **Settling in Period**

Settling into the nursery is different for every child and family. Some children react very different to new people, environments and routines. The average is roughly one to two weeks.

At Hyde n Seek we plan to provide a very individual settling process and acknowledge this can be a very emotional and stressful time for parents as well as children.

- After the child's first initial visit they will be invited to spend a short amount of time in nursery to meet staff and familiarise themselves with the new environment. This can differ for every child or establishment no more than 2 hours for the first visit. This time will be gradually increased until the parents and staff feel the child is ready to start.
- Parents are encouraged to stay in the nursery for the first visit however are encouraged to leave the child in the playroom. We encourage parents to spend a minimum amount of time within the playroom so that the children can spend the time bonding with staff and other children. This will give the parent time to talk with the child's keyworker about routines etc. Parents are encouraged to say goodbye to the children so they are aware they are leaving.
- Irrespective of how long the child takes to settle into nursery, the child's interests are the most important thing for staff. It is hoped that close contact between parent and staff will make the child's integration as easy as possible with both parent and staff providing support and encouragement towards the child.

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