



ADMISSION AND SETTLING –IN PROCEDURE

When a parent makes an enquiry about our nursery we invite them to come and visit us. Visits tend to be arranged at a time when all the children have arrived and settled, i.e. after 9.15am and avoiding the lunchtime period. This means the staff are able to dedicate more time to the visit and answer any queries. Although we will always accommodate prospective parent requests.

The first visit by a prospective parents should be followed up by an email sending:-

- a) Fee Structures
- b) Application form
- c) Financial information
- d) Sample menus
- e) Terms and condition.

Children cannot be admitted into the nursery until we have received a Application form and deposit. At the first settling sessions and before the child starts fully with us, an enrolment form must be completed which includes having sight of the child's birth certificate in order to identify those people who have parental responsibility for the child.

The settling in sessions will vary according to the individual need of the child.

Where possible, a key person will be allocated to the child prior to the settling-in sessions so that the relationship between key person and family can begin to form immediately. Each child has a keyworker at Croft Corner Forest School Nursery, and parents are invited to meet with them regularly to discuss their child's welfare, development matters and any other issues which arise. Parents will be informed if the key person changes.

It is essential that we get to know each child, as planning activities to meet their needs is not possible otherwise, and so at the settling-in visit, the keyworker will ask the parents to complete an "All about me" sheet. Families are also invited to send in some photographs of family and friends. For any families who celebrate particular festivals or speak other languages, we would love to know about them so that we can join in too! Parents are invited to submit this information on the enrolment form.

For parents of Babies, we have a separate form to enable the baby room staff to gather as much information as possible about likes and dislikes and routines at home.

Some children may take more time to settle and we recommend the parent/carer stays for the whole of the first settling in session. This is to ensure that the parent/carer becomes familiar with the nursery routine so that they know what their child will be experiencing on a daily basis. We recommend that the parent/carer leave their child during the second settling in session, if only for a short time.

However, sometimes a child may need more time, in this situation the parents may be invited to stay a little longer. The staff will always be honest with parents about how their child is settling in. If after a few weeks a child is still struggling to come into nursery, then different strategies can be discussed and agreed upon.

A child who has attended a full session without a parent being there will be charged for that session.