



ENROLMENT AND SETTLING IN POLICY

Introduction

This policy aims to provide our parents/carers with a range of information about the Centre, so that we are able to identify and accommodate the individual needs of the child, with mutual agreement with parent/carers and any external agencies where deemed appropriate. This policy aims to develop positive relationships with parents/carer based on mutual respect, trust and honesty.

Policy

We believe that to ensure the individual needs of all children accessing our provision are accommodated and met, it is crucial to implement an effective settling in period. It is during this time that children and their families are being introduced to a new environment, with unfamiliar adults and children, therefore it is imperative that parent/carers, as well as children, are given opportunities to “get to know” everyone at the Centre. It is also the time that parents/carers can ask questions, raise concerns and begin to build a positive working relationship with their key person and other members of the team, that is crucial to working together with mutual respect, trust and honesty.

Where external professionals are involved, it provides an opportunity for the key persona and key team to commence working with in mutual support of the child and their family.

Procedure

The settling in period would expect to last up to approximately 2 months, involving a process of initial visits with ongoing support for the child and their parents/carers during initial attendance at the nursery. We acknowledge that all children are different and whilst the procedure outlined below endeavours to provide effective induction into the Centre, it is recognised that time needed to settle children and their families will vary. When a parent had decided to book a place in the Centre, the Centre will confirm allocation of a place, as outlined in our Admissions Policy, and arrange appointments for the settling in visits.

The Centre will arrange a show around prior to registration and settling in. Registration forms will be supplied, if not already done so, and any areas requiring risk assessment or further discussion identified on the registration form will be discussed.

The Centre will arrange two settling in visits, of 1.5 hours each free of charge the week prior to, or week of start.

First Settling in Visit

The Centre Manager/Deputy Manager will meet with parent/carer to discuss induction. Where a specific medical or educational need has been identified the Centre Manager/Deputy Manager will discuss with the parent where appropriate additional needs or procedures that will be undertaken. Children are NOT to be left at the Centre without a fully completed Registration Form.

The Centre Manager/Deputy Manager will talk through the policies and procedures, clarifying any specific points as they arise. The parent/carer will be shown the policies and procedures of the Centre and where they can be accessed at any time.



The Centre Manager/Deputy Manager will check that the parent/carer has signed the Terms and Conditions on the Registration Form.

The Centre Manager will ensure that all permission slips have been completed and signed.

The Centre Manager will introduce the parent/carer to the key person and the staff team

Second Settling in Visit

The Centre Manager along with the Supervisor will re-introduce the parent and child to the staff and children.

The parent is encouraged to leave the child for an hour in the care of staff. The parent must remain on site, unless they are informed that they can leave by a member of staff.

Eight Week Review

To ensure that productive and positive relationships built on mutual respect, trust and honesty are developing between the key person and the parent, the Supervisor will discuss with the parent any concerns or issues within an eight week period. Daily feedback is essential to develop positive relationships.