

Admissions & Settling in

In our setting we want our children and families to feel safe and secure, we will always offer a warm, friendly environment. We want our parents/carers to feel confident leaving their children in our care and always feel comfortable to come and talk to us regarding anything big or small. We understand that upset children will not benefit from being with us which is why we ensure we provide a friendly, welcoming environment.

Our setting welcomes all families regardless of their background, in order for families to know this we-

- Publicise our service in local shops, community centre, school and other places where families with young children are likely to attend.
- Operate our waiting list on a first come first served basis.
- Ensure our information makes it clear that all families are welcome.
- Provide information verbally and written in the form of a booklet/leaflet for new families and regular newsletters throughout the year.

When children are ready to start attending, we will-

- Encourage parents, with their child, to visit our setting on several occasions before their child is due to start attending alone.
- Agree how we will introduce and settle a child into our setting with the parents to ensure the child's and family's individual needs are met.
- Allocate children with a key person, a record of each key person and their children will be kept.
- Increase the time of each session new children stay, this will be agreed with the parents to meet each child's individual needs.
- Reassure parents who are anxious about their child by giving them information and sharing photos via the Family app about their child's experiences and welfare while attending our setting.
- Introduce new starters in to our setting in small numbers over a planned period to allow each child the time and support needed to settle.
- Staff will always be available to discuss any concerns or other issues with parents/carers regarding their child and attendance at the setting.