

Balmalloch Nursery Class



Admissions and settling in policy

responsi**B**ility

gr**A**ttitude

BELIEVE IN YOURSELF

hu**M**ility and forgiveness

persever**A**nce

Love

ACHIEVE YOUR GOALS

h**O**nesty and gener**O**sity

respe**C**t

friends**H**ip & family

A Place of Enthusiastic Learning and Achievement

ADMISSIONS AND SETTLING IN PROCEDURE

The need for procedures is to ensure all the children feel happy and secure within the nursery. If children are happy within this setting, parents/carers are usually happy and confident that their child is having a positive learning experience.

A nursery application form must be filled out, this can be collected from the school or downloaded from the council website:

North Lanarkshire Council Early Years Enrolment

Early Learning and Childcare Applications

- ELC Application Form
- ELC Application Guidance
- Funded Providers Contacts

Once the allocated place has been accepted, the parent/carer and child will be given a date to come along and meet their Key Worker and the other nursery staff.

The parent/carer will be given all necessary paperwork at this point. A recent copy of a council tax bill will be required for proof of residency and your child's birth certificate, these should be provided at the time of completing paperwork.

Checklist of areas to cover on enrolment form and information for the parents/carers:

- Issue an enrolment form
- Issue a Childsmile Fluoride Varnishing Permission Slip
- Once enrolment form is returned, information is then entered into NAMS and SEEMIS database
- EV5 form (Annual Data Check) is issued

Steps to settling in a child (information for staff)

During the first visit with the parent the Key Worker will show the parent/carer and child around the nursery and share general information.

These are some considerations when settling a child into the nursery:

First, introduce yourself to the child and their parent on arrival. Show the child around the nursery and introduce them to staff and some of the children from their group. Show the child around the cloakroom and show them their coat peg.

On the first day at nursery the child will stay with the parent for approximately an hour and at this time the keyworker will complete a comprehensive 'All About Me' booklet with the parent/carer which allows nursery staff to get to know their child.

The child who is not happy to stay and play

If the child will not explore the playroom without their parents/carers -

- encourage the parents/carers to stay in the playroom as long as needed
- find the parent/carer a chair so they can sit down and the child is able to visually see them while they are playing.

These steps will give the child reassurance that the parent is going to stay for a while. This also helps the parent to feel welcome within the establishment.

Again, the Key Worker should encourage parents/carers to follow this process, as this is the child building their confidence with their parent/carer present. This also shows the child that the parent/carer trusts the Key Worker; all these strategies contribute to the child feeling comfortable. Staff should continue to interact with the child and their parent/carer; eventually after perseverance, the child will respond to you. The more time you spend making their experience exciting the more responsive the child will be to the Key Worker. The foundation of everything is building that positive relationship.

The process should continue for the first week, building the child's time in nursery up within the nursery environment. Encouraging the parent/carer to leave the child if they are both comfortable to do so. The aim is building the child's confidence up, coming into the nursery and being able to accept that their parent/carer is leaving but also that the child has an understanding that their parent will come back for them.

The child who appears to be happy and settled

On the first day the parent/carer should stay in the playroom with their child as previously described. Staff should remember to proceed cautiously as sometimes children appear settled and confident and then after a few days may become upset or distressed, this can often be a challenge situation and can be hard to rectify and can result in the child taking more time to settle.

Observations to be made by the end of the child's first full session:

- Can the child play without a parent/carer present in the playroom?
- Are they confident to explore some areas of the nursery by themselves or with a peer?
- What areas are they accessing?
- What are the child's likes/dislikes?
- How happy are they for a member of staff to approach them?

The child who is new to the nursery

Nursery staff to agree to a planned meeting with parents/carers 4 weeks after their child starts for an update in relation to relationship building, settling in and to set PCP (Personal Care Plan) targets that both the parent/carer and keyworker decide on together.

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