

# Ravenside Pre-School

## ADMISSIONS & SETTLING IN

### General Legal Requirement

- *Providers must plan and organise their systems to ensure that every child receives and enjoyable and challenging learning and development experience that is tailored to meet their individual needs.*

### POLICY

In our setting we want children and families to enjoy being involved, children need to know that other adults care about them and will help them to play with the activities offered at our setting; parents need to feel confident in the ability of the adults in our setting to look after and encourage their children to benefit from time spent in our setting. Upset children cannot relax and enjoy the activities available.

### PROCEDURE

Our setting welcomes all families from the local area, 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.
- Our waiting list operates on age or the following criteria (list own criteria).
- 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 as regular news-sheets throughout the year.
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#### ***When children are ready to start attending we will :-***

- Encourage parents, with their child, to visit our setting on a number of 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 individual needs of the child/family are met.
- Children will be allocated a key person, a record of each key person and their children will be kept.
- Welcome parents at our sessions until they feel confident their child has settled and no longer needs them to stay.
- Increase the time at each session new children will stay, this will be agreed with the parents.
- Reassure parents who are anxious about their child by giving them information about their child's activities and welfare while attending our setting.
- Introduce new starters into our setting in small numbers over a planned period of time 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.

Agreed on .....

Reviewed on .....