



# ADMISSIONS AND SETTLING IN POLICY

Colinton Private Nursery is registered for 59 children aged 0 to primary school age at each session of which no more than 18 children shall be under 2 years.

The above statement is taken from the registration certificate issued by the Care Inspectorate and is the overriding policy in respect of admissions.

The nursery is open between 8am and 6pm Monday to Friday, 51 weeks a year. The morning session is 8am to 1pm and the afternoon session is 1.15pm to 6pm.

Other matters taken into account in deciding which child can be offered a place in the nursery are:

- Availability of spaces – taking into account staff/ child ratios, the age of the child and the registration requirements.
- When the application is received (priority is given to those who have been on the waiting list longest).
- A child requiring a full time place may have preference over one requiring a part-time place. This is dependent upon work commitments, occupancy and room availability.
- Children who have siblings who are already with us.

We operate an inclusion and equality policy and ensure that children have access to nursery places and services irrespective of gender, race, religion or colour. Prior to a child attending, parents/ carers must complete and sign an application form and an emergency contact form. These forms provide the nursery with personal details relating to the child. For example, name, date of birth, address, emergency contact details, dietary requirements, collection arrangements and parental consent. Colinton Private Nursery cares for children with additional support needs with the help of external agencies. We have wheel chair access and disabled toilet. We have an additional policy on additional needs available.

We aim for children to feel safe, stimulated and happy in the nursery and to feel secure and comfortable with staff. We also want parents/ carers to have confidence in both their children's well being and their role as active partners, with the child being able to benefit from what the nursery has to offer.

We aim to help parents/ carers to help their child to settle quickly and easily by giving consideration to the individual needs and circumstances of children and their families.

The nursery staff will work in partnership with parents/ carers to settle their child into the nursery environment by:

- Providing parents/ carers with relevant information regarding the policies and procedure of the nursery
- Encouraging the parents/ carers to visit the nursery during the week before admission is planned.

- Planning settling visits and introductory session (lasting approximately 1-3 hours). These will be provided free of charge.
- Settling in visits are key to a smooth transition and to ensure good communication and information sharing. See also our transition policy.
- Reassuring parents/ carers whose children seem to be taking a long time settling into the nursery.
- Encouraging parents/ carers, where appropriate, to separate themselves from their child for brief periods at first, gradually build it up to longer absences.
- Allocating a key person to each child and his/ her family, before he/she starts to attend. The room senior welcomes and looks after the child and his/ her parents during the settling in period, and throughout his/ her time at the nursery to ensure the family has a familiar contact person to assist with the settling in process.
- Children will not be taken on an outing from the nursery until he/ she is completely settled.