Admissions, settling in, and transitions

Kinder Croft will have a daily capacity of 18 children, aged between 2 and 7 years, with no more than 6 of these aged 2-3. This is in accordance with the legal space requirements from the Care Inspectorate and is the overriding policy in respect of admissions. See our current Care Inspectorate registration certificate.

**Admissions**

After prospective parents have been in contact with the nursery, they are invited along to the nursery for a visit. On the visit they will be shown round the nursery and then availability will be checked.

We take the following matters into account when prioritising and deciding on admissions:

* Availability of places, taking into account the staff/child ratios, the age of the child and the days and sessions required,
* The nursery’s ability to provide the facilities necessary for the welfare of the child, including any staffing arrangements that need to be put in place.
* Any extenuating circumstances affecting the child’s welfare or the welfare of his/her family.

**Allocation** - will be in the following order

* First come first served
* 3-5’s over 2-3’s (while maximising capacity within ratios)
* Accommodating staff where essential for the running of the nursery
* Holiday club is booked in independently

We operate an inclusion and equality policy and ensure that all children have access to nursery places and services irrespective of their gender, race, disability, religion or belief or sexual orientation of parents.

If parents wish to place their child in the nursery they must complete a enrolment form and sign the nursery terms and conditions to secure the nursery placement. The days and sessions are still available to others until we receive this information.

**Booking in**

1. Enquiry received, eligibility to be checked in the first correspondence and clarify costs to be paid, funded hours.
2. Invitation for visit to site sent
3. Availability will be checked referring to staffing provisions and capacity.
4. Family will be sent an enrollment form an R1 funding form to be completed. Paper copies and support to fill in details will be offered
5. Check and highlight on front of form any significant details about the child e.g. allergies, permissions etc
6. Contacting of family will be carried out for further clarification if needed.
7. Arrange via email for settling in session times (2 separate days, a snack offered, usually in the morning for an hour with or so with a guardian present).
8. Families contact details will be added to the mobile phone and email added to emailing list. Enrollment form and R1 filed in office and added to google drive under enrollments folder for the relevant year to make available to staff to familiarize themselves with.
9. Child’s name to be added to the register.
10. Allergens/ medicines to be given added to whiteboard on site to display to all staff.

**Termly**

Our own enrollments will be cross referenced with Highland Council “Online Forms” and contact any families who have not yet directly corresponded with Kinder Croft

Families as a reminder that requests to change the amount of funded hours need to be received and completed for the coming term; parents will be given a specified cut off date.

end of February for April term

mid June for term August

end of November for January

**Settling in**

We recognise and understand the anxieties for both parents and children when starting at nursery. Some children will settle in on their first visit and others will take a little longer to get used to a new environment. To support the child when settling, the nursery manager will contact the parent or carers a few weeks before the child’s start date to arrange a convenient time for the first settling in session. The number of settling in sessions will then be discussed and agreed during the first visit. During the settling in sessions, the child’s key person will discuss the child’s needs, likes/dislikes, favourite foods, sleep patterns, routines, etc. This information will enable us to cater for the child’s individual needs and assist in the settling in process. We will also discuss our documented policies and procedures and answer any questions that you may have.

* The first settling in session we ask the parent and child to ‘stay and play’. The parent and child will be introduced to the key worker.
* The parent will be asked to sit in the classroom with the child’s keyworker and complete an All About Me form.
* Other staff will ensure the child is happy and settled by letting them explore the site. They will also chat and introduce them to the other children if age appropriate.
* On completion of the Getting to know you form, the parent will be encouraged to stay and play for a short time.
* On further settling in sessions parents will be encouraged to drop off and leave the child to play.
* Staff will give warm welcomes and give comfort to children who may be upset.
* Parents can also call the nursery to check how the settling in sessions are going.
* Depending on the childs needs, will depend on how many settling in sessions the child will require.

**Transition into an alternative or split childcare setting**

* Staff will ensure that children's records and observations are up to date and will be passed on to the new setting through us either emailed or sent in the post.
* Staff will make themselves available to chat with the new setting if the parents allow.

**Transition to school**

* We will arrange visits to the children’s schools where possible
* We will welcome class teachers into the nursery to meet the children
* Staff will ensure that there are detailed records and observations to pass onto the school to enable them to meet the child’s developmental needs.
* Send developmental overviews to highland council

Verified: M.Planterose

J.Marsh

Date of review: 03/10/2022

Date of next review: 03/10/2023