

Little Treasures Admissions and Settling In Policy

Admissions

Aims and Objectives

Little Treasures is registered for 28 Children.
08 Children between the ages of 2 and 3 years
20 Children between the ages of 3 and 5 years

The above statement is taken from the registration document and is the overriding policy in respect of admissions.

Implementation

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

- Availability of spaces taking into account the Staff/Child ratios, the age of the child and the registration requirements.
- The nursery cannot exceed the NLC Service Level Agreement for ante and pre school numbers.
- When the application is received (extra weight is given to those who have been on the waiting list longest)
- The nursery's ability to provide the facilities for the welfare of the child.
- Extenuating circumstances affecting the child's welfare or his/her family.
- Children who are siblings of those already with us.

We have never discriminated, and have no intention in the future of discriminating against any child on the grounds of sex, race, religion, colour or creed.

Settling In

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

A "settling in" time will vary from child to child or family to family.

Once a place has been accepted the parent and child are invited along to enrol and meet the 'key worker', and a Welcome pack issued. Key worker and parent will complete enrolment form paying particular attention to allergies, emergency contacts, like and dislikes and times. On day one both parent and child usually spend approximately one hour within the nursery without the parent leaving. This will be increased over the first week depending on the child.

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

- Number of sessions and times.
- Any illness, allergies, or illness requiring medical treatment e.g. asthma, which will be reviewed monthly.
- Details of emergency contacts, reviewed 6 monthly.
- Name & Role of Key worker.
- Clothing - loose, appropriate footwear and working clothes.
- Importance of sharing information, i.e. no children under sixteen or strangers when collecting children.
- Illness and the importance of calling.
- Accident Book - accidents at home.
- Links with other agencies e.g. Speech & Language, Pre5 Learning Support, Social Work Department.
- Snacks available.
- Children's Learning Stories.
- Access to Care Commission and North Lanarkshire Council.
- Assessments and Nursery/Primary Transition Records.
- Confidentiality respected at all times.
- Tour of Nursery.
- Read Notice Board and Newsletters.
- Child Protection Liaison with Social Work.

Suitable Clothing

Children have the best fun when they are doing messy work. We will always try to make sure that they wear aprons but accidents happen so please dress your child in suitable clothing and provide the nursery with at least two changes of clothing. Please also make sure that your child has suitable outdoor clothing in case outdoor play or a trip is planned. If you wish your child to wear plimsolls or soft shoes please leave them in the cloak area and don't forget to put their name inside the shoes.

National Care Standards- Being welcomed and valued, Standard 1
A caring environment, Standard 7
Confidence in staff, Standard 12

Reviewed April 2010