

TINY HORIZONS DAY NURSERY

ADMISSIONS POLICY

Staff at Tiny Horizons Day Nursery will make every attempt to satisfy all requests for places bearing in mind the balance between full and part time children in attendance.

Priority will be given to siblings already registered with the nursery. Otherwise, admissions will be on a first come first served basis.

Settling in sessions

Children in our care need to feel safe, stimulated, happy and comfortable with staff that will be looking after them. We also want parents to have confidence in their children's well-being and trust in staff to carry out a paramount job of looking after and caring for their child.

Each child's individual needs will be discussed between parents/carers and their key person. Considerations needs to be made to individual needs and circumstances of their children and family.

We will discuss with the parents/carers how they feel their child will settle. Ample time and settling in sessions is given to accommodate individual children's needs.

Staff at Tiny Horizons do not set a time limit on settling in sessions, as each child may require different amounts of settling in sessions. If a child needs a month to settle in, then we will go with child's individual needs.

Staff will liaise with parents/carers about their individual routines regarding eating and sleeping, the child's likes and dislikes. This will be implemented within the setting.

An 'All about me' booklet will be given to parents/carers to fill out. This will help to enhances the staff's knowledge of the child. This booklet will then be kept in the child's individual portfolios.

Policy amended in August 2016

Policy review date August 2017

Signed on behalf of Tiny Horizons Day Nursery.....