

SOUTH DARLEY AND WINSTER PRE-SCHOOL

ADMISSIONS AND SETTLING IN POLICY

South Darley and Winstar Pre-school is accessible to all children and families from the local and surrounding community.

We aim to make sure our existence is as widely known as possible to encourage families to come for a visit.

Our admissions procedure is available to all families and provides for children with special needs, children with specific dietary requirements and children with specific medical requirements.

Our settling procedures allow children to feel happy, safe and secure at Pre-school, as well as reassure parents that their children are happy when attending Pre-school.

Our aim is to make settling into pre-school life as stress free as possible ensuring that children enjoy coming.

For the academic year 2017/18 we will offer a maximum of 16 universally funded places for 3 and 4 year olds and 6 funded places for 2 year olds in each session. A total 20 extended entitlement places will be available at the setting, subject parents meeting eligibility criteria. Funded places will be offered on a first come, first served basis.

The following procedure is followed for admissions and settling:

- Families are able to contact the Pre-school by telephone, email or in person to arrange a visit.
- During the initial visit, the manager/deputy will welcome you into the pre-school, show you around, introduce you to all the staff on duty, tell you about the pre-school, and answer questions you may have about the pre-school.
- Once a visit is completed if you wish your child to begin sessions can check with the manager will check if spaces are available immediately or you can have your child's name placed on the waiting list.
- Places are allocated on a first come first served basis and are dependent on maximum numbers allowed in one session or child to staff ratios.
- As soon as a space is available for your child, you can arrange some settling in sessions with the manager, so that your child and you can attend sessions together to get to know the environment, routines, staff and other children until you and your child are ready to begin sessions independently.
- Your child will be assigned a key person, a member of staff who has particular responsibility for the welfare and education of your child, whilst at Pre-school.
- Settling sessions are arranged according to the individual needs of your child, and in discussion between you, the key person and manager. Some children may require several settling sessions whilst others may only require one or two.
- During the settling sessions when you stay with your child, a registration form and 'all about me' booklet must be completed.
- After the initial settling sessions, a start date can be arranged once you feel confident your child will settle without you.
- During the first few sessions your child attends without you, your child's key person will make a special effort to support your child in settling.
- We will always phone you if your child becomes distressed during the settling period and you are welcome to telephone the pre-school if you wish to know how your child is getting on.

Reviewed on 10th September 2017.

Approved by

Manager

Approved by

Committee

Next Review due 1st September 2018

I have read and understand this policy

Print name _____ Signature _____ Date _____

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