



POLICY No: 300

WELCOMING A NEW CHILD TO THE NURSERY

Amended January 2011

This Policy summarises the arrangements in place for preparing and welcoming a new child to the Nursery:

1. Initial contact with the Nursery regarding the availability of Nursery places and services on offer will have been made by the parent/ carer of a child. The parent/ carer will be asked to set a date and time to visit the nursery.
2. If parent/ carer enrol their child by completing the Registration form, signing the Nursery's Terms and Conditions and paying the £30 registration fee, then they will be invited to settling in sessions.
3. The child will be able to spend an hour in the appropriate room while the parent/ carer can spend this time to discuss the child's requirements with Nursery staff. The staff will also use this opportunity to complete the "All About Me" form and obtain basic information about the child to ensure that the care required can be provided.
4. As may be appropriate to individual cases, prior to starting at the Nursery arrangements are made with the parents/ carers for a Home Visit by the child's allocated Key Person.
5. On the starting day, the parent / carer is encouraged to stay with the child until the child settles; there is no time limit for this since it is the Nursery's objective to ensure that children are happy and contented in the Nursery environment.
6. Parents/ carers are assured that they are able to bring the child's favourite toy/ comforter to help the child to settle. However, they are requested not to bring valuables, jewellery, sweets, drinks or chewing gum into the Nursery.
7. Thereafter, the child is "inducted" into the Nursery routines and environment by participating in appropriate activities under supervision by Nursery Staff. Where needed, staff will care for the child on an individual basis until fully integrated into the Nursery.