
Enrolment & Settling In Procedure

Legislative Framework

- Inverclyde Council Education Services Admissions Policy.
- Inverclyde Council Education Services Standard Circular 2.4.

This procedure aims to:

- To help build child's confidence/self esteem in unfamiliar surroundings.
- Parent/carer and child to build a positive relationship with individual key workers and to feel happy and secure within the nursery setting.
- The key worker to build a positive relationship with the child and parent/carer.
- To gain a better knowledge of the individual child's interests, allergies, etc.

Procedure – Enrolment

- Parents and carers are invited to come along to the nursery to complete enrolment form. They will also be asked to complete:
 - A consent form for regular outings in the local area.
 - A consent form for their child to take part in the oral health programme.
 - A form granting permission to apply elastoplast and sun screen.
 - A form granting permission for photographs or videos to be taken and displayed in the Centre entered into their child's profile and possibly be published in the press.
- In the folder there will also be:
 - A handbook.
 - An All About Me booklet which should be completed and returned on the child's starting day
- Parents or carers will be given a date for the child to start.
- Where possible the child and parent or carer will be introduced to the child's key worker.

Settling In

- Parent/carer to be given starting date for their child.
- On the child's first day the parent/carer must stay with their child within the playroom. The child will attend for one hour on this day
- The second and following days there is a flexible arrangement made by parent/carer and key worker on how long the child should stay. This will depend on how each individual child settles.
- Parent/carer must be prepared to be available for as long as it takes for their child to build up a relationship with staff. The child should feel happy and secure about staying at nursery without their parent/carer.
- Parents will be asked to complete an all about me to share information about their child with their keyworker

Responsibilities

- All staff are responsible for ensuring all children, parents/carers are made to feel welcome and secure
- Staff are available to answer any queries or questions parents/carers may have concerning their child or the nursery.
- Key workers are responsible for discussing with parents/cares about routines within the nursery
- Staff should have discussions with parents/carers on their child's personality, social skills, etc.
- Staff are responsible for providing the appropriate resources to meet the child's individual needs and stage of development
- All staff should be available to meet parents/carers and children.
- Staff are responsible for providing appropriate play activities and experiences.

Review: Aug 2015