



### **Admissions Policy**

Choosing a nursery is an important decision for you and your family, therefore we hope the following information will answer your questions about our aims and standards of childcare and education to enable you to have complete confidence that you are making the right choice.

We also want parents to feel welcome and involved from the beginning. So that we may achieve this, our aim is to build constructive relationships with parents in the following ways:

1. By creating opportunities for the exchange of information, using among other resources a copy of the nursery's prospectus.
2. By encouraging parents to visit the nursery with their children to view the premises, resources and meet staff.
3. By discussing the child's interest and transitional objects.
4. Initially, offering shorter sessions or settling in sessions to support children leaving their parents.

Parents interested in registering their child at Peter Rabbit Nursery are invited to the nursery to view and observe activities during session time, or after the session (Covid 19 depending). At this time, parents will be given a registration pack which includes a registration form asking for your child's personal details and days you wish them to attend, consent forms, food requirements, notification of policies and procedures, fees list, and term dates. During the visit, parents will be given a nursery prospectus containing detailed information about the nursery. Parents wishing to proceed to registration are requested to pay a non-refundable fee to secure their child's place. All parents are invited to an Induction and a settling in session during the term preceding their child's start date (Covid 19 depending) During a settling in session parents and children will be introduced to members of staff and their child's key person. An 'all about me' form will be completed so the nursery can gain information about your child's interests to plan for their first few days at Peter Rabbit Nursery.

Once children are registered at Peter Rabbit Nursery, there will be no refunds for absences such as holidays, sickness and conditions outside of the nurseries control, such as the weather.

Peter Rabbit Nursery accepts Government funding for 2/3 and 4 year olds. If children are eligible for the funding the nursery manager will require to see evidence of your child's name and date of birth. A passport or birth certificate is acceptable.

### **Clothing and Personal Property**

Children will be involved in messy activities at nursery and although the staff will encourage them to wear aprons whenever possible, we would advise that your child does not wear 'good /expensive' clothes to nursery as accidents can happen. It is helpful if you mark all your child's belongings with their name as it can be difficult for our nursery staff to locate unnamed items. We also ask that you bring a change of clothes in packed bag and nappies and wipes if need.

### **What do I Bring?**

Depending on your child's age and stage of development you will need to provide nappies and wipes, soft indoor shoes, suitable outdoor clothing and a change of clothes. If your child has a comfort toy, blanket or a dummy you should also bring these to nursery.

We would recommend that your child does not bring toys from home as they do become upset if items become mislaid, broken or another wants to play with it. Favourite books and comfort toys (transitional toys) are of course always welcome.

### **Additional Support Needs**

If your child requires extra support for any reason, either on a temporary or permanent basis, we will make every effort to provide this support. The nursery staff are experienced at working closely with parents and other professionals such as Health Visitors, Speech and Language Therapists and Paediatricians to help your child reach their full potential. (Also See Inclusion Policy)

### **Illness**

For the health and wellbeing of all children attending Peter Rabbit Nursery, your child should not come to nursery if they are suffering from an infectious illness.

If your child suffers from a non-infectious illness or an allergy, we will endeavour to accommodate any special requirements they may have.

### **Medication**

Parental permission is required for all medication to be administered at Peter Rabbit Nursery.

### **Activity Planning**

The nursery staff plan activities to meet the children's individual learning and will link to the Early Years Foundation Stage. These plans are flexible and respond to your child's individual interests, needs and developmental stage. There will be a broad, balanced range of activities for your child to take part in, which is responsive to the children's needs and ability.

### **Progress Reports**

Each child at Peter Rabbit Nursery, have their own online learning journal which staff complete regularly to record your child's observations and achievements. The learning journals can be securely accessed by parents at their leisure. Upon registration parents will receive a link to the learning journals and then they will set a password / pin to access your child's journal. If your child starts at the age of two years old, your child's keyperson will complete a two-year progress check detailing your child's progress and development. You

will revive a paper copy which should be kept with your child's two-year health check from your health visitor.

### **Settling- in Policy**

At Peter Rabbit, we realise that separation from a child can be an emotional and a difficult transition and we work very hard to ensure that the experience is as smooth as we can possibly make it, and children settle happily. We appreciate that the parents know their child far better than we do; together we can work out the best way to settle them at nursery.

We provide settling sessions before your child's start date to help the transition into the nursery environment. Settling in sessions are tailored to child's individual needs, we will work together with the parent or carer to plan the settling in process. This is also a good opportunity for your child's key person to build a relationship with the parent/carer and child and find out any important information there is to know.

We understand that some parents like to take a few moments to say goodbye to their child and we respect that. We do however encourage that once they have said goodbye that they leave promptly as any delay prolongs the moment of separation.

Parents will receive a telephone call during the first session that the child spends with us to inform them of their progress. No child will ever be allowed to get unduly distressed; should this happen the parent would be contacted, and we would recommend that the child is collected, and a new attempt is made at the child's next session.

We recommend that children are collected on time, late collection can make a child feel anxious and unsettled.

The nursery will share information with parents about how children are settling, what activities they enjoy, and new friendship being made. This will be communicated verbally at pick up, a phone call or message during the child's session time or on Tapestry, an online learning journal of your child.