



# Admissions and Settling in Policy

Mid Annandale Playcare (M.A.P) will ensure that the admission of children is fair, equitable and responsive to the needs and preferences of individual children and their parent or carers. We believe that no child should be excluded or disadvantaged because of ethnicity, culture, religious beliefs, language, family background, additional support needs, disability, gender or ability. We will strive to facilitate access to its services by all sectors of the community. We are registered for 9 babies, 15 daycare, 32/24 Early Learning and Childcare AM/PM, and 30 Out of School Care at any one time, 86 in any one day as per register document.

Mid Annandale Playcare recognise that due care and attention must be given to the parents, carers and child's need for time to settle comfortably into the setting and will work in partnership with parents or carers to settle the child. Mid Annandale Playcare will comply with Care Inspectorate's registration requirements for children of a specific age only to be admitted.

## **Publicity**

We will:

- Provide basic information about M.A.P to potential users.
- Advertise and display information about M.A.P throughout the community
- Consult with families in order to accommodate their needs to avoid excluding anyone.
- Monitor and review this information regularly.

## **Waiting List**

Children will be admitted to our facility in accordance with our stated aims and objectives.

If there are vacancies, children will be taken on a first come, first served basis. We will make every effort to accommodate children referred to it for respite care.

If there is a waiting list, children will be placed on it according to the following priorities:

1. Children with siblings who are already attending Mid Annandale Playcare i.e. existing members.
2. Children / Parents with Additional Needs.
3. Special circumstances at the discretion of the Manager/Deputy.

## **Admission**

On joining Mid Annandale Playcare a registration fee of £15.00 per child or £30.00 per family will be charged annually. The registration runs from July to June each year.

Arrangement to deliver funded education for 3 & 4 year olds co-ordinates admission in line with local authority according to service level agreement. All 3 & 4 year olds are entitled to a free education place for 600 hours a year, no fewer than 38 weeks of the year. We expect to admit children that will be using funding as well as buying additional hours.

Prior to admission parents or carers of a child will:

- Be given a tour of the facility.
- Receive a copy of our information / registration booklet containing detailed information about Mid Annandale Playcare and fee structure
- Be required to fill in a registration form (reviewed at 6months), providing personal details about their child and themselves. Confidentiality of information will be respected.
- Be encouraged to discuss the admission of their child with appointed staff, and fill in an all about me form/routine sheet.

- Be required to pay a retainer (4weeks fees).

All reserved places will be confirmed at time of Annual Registration. Any child not attending the facility will be charged for reserved places unless 2 weeks notice (term time), 4 weeks notice (school holidays) is given in writing.

### **Settling In**

Settling in is an important stage in the transition between home and M.A.P, or between ourselves and another. Mid Annandale Playcare aims to pay due care and attention to this by:

1. Making arrangements for the child and parents or carers to have one half hour visit to complete forms and two one hour visits in advance of admission so that they familiarise themselves with the setting and the staff, and fill out forms required. Visits can be extended if required.
2. Offering a warm and welcoming environment and ensuring each child feels included, secure and valued.
3. Recognising each child as an individual and his or her readiness to leave the parent or carer.
4. Sensitively dealing with the parent / carers readiness to leave the child.
5. Encouraging parents / carers to stay with the child for a sufficient time so that the child feels settled and the parent / carer feels comfortable about leaving him / her. Each child will have a number of visits, and parents will be able to watch their child/children through the viewing panel in the Manager's office.
6. Providing strategies to help parents / carers to work with staff during the settling in phase e.g., collecting the child early and returning home on time.
7. Staggering intake of new children.
8. Providing familiar play activities and experiences for the children using their All about me and routine sheets.
9. Providing feedback to parents / carers about how their child is coping through home link diaries (Under 2s only) and verbal feedback.
10. Comforters from home i.e. blanket, dummy can be brought in and placed in a special place where they can find it if needed. A spare comforter should be available if lost or forgotten.
11. Encourage parents to work out a 'leaving routine' which they follow at drop off time.

If after an agreed time a child does not settle and is unhappy or distressed, parents / carers might be advised to remove him / her for a time and try again in a few weeks.

All practitioners will have a working knowledge of this policy.