

# ADMISSIONS POLICY



## Our Mission

**Curious Explorers** is a nursery that offers a welcoming, homely, and nurturing environment. We have a responsibility as a nursery to ensure that the setting is accessible to children and families from all sections of the community. We operate an Equal Opportunities Policy welcoming mothers, fathers, other relatives, and carers. We ensure that our Equal Opportunities Policy is widely known between staff, parents, children, and students. It is also our responsibility to support each child's individual needs and apply the Attachment Theory which helps build a bond between the staff and child.

## Bowlby's Attachment Theory

Bowlby believed that babies have a biological need for warm attachment with an adult carer (most often the mother) - promoting survival.

The attachment instincts promote survival in three ways:

\*Keeping baby close to food source and protector

\*Providing a safe base for exploration

\*Providing a template for further relationships

**The most important aspect is the child's well-being** and a strong relationship between parents and staff is needed for this.

## Show arounds:

We offer parents to visit the setting during the week. These times are between 9:30 and 11:00 and then in the afternoon between 2:00 and 4:00.

If a parent is interested in visiting our setting, they will be asked for a few details such as name and a contact number.

During the visit, we will give them our offer pack that includes the registration forms that they need to return with their registration fee to secure their place with us or add them to our waiting list and contact them as soon as we have the next available space. No registration fee is charged if you want to add your child to the waiting list or **if you access any government funding.??**

## Settling in sessions:

Two months before they are due to start, we contact the parents to organise their settling in sessions. We usually book their visits for a week or two before they are due to start.

We encourage parents to book at least 3/5 visits but are very flexible in how many each child needs.

We do choose a key carer for children before they start however this may change as whoever the child has bonded with will become their key person. The key person will also be a support for parents if they have any questions. The key person will update

their Tapestry Learning Journey as well as their daily activities to parents through Daily Connect.

On the first visit (which is an hour long): the key carer uses this time to build up a relationship with the parents and child, talking about the child's routine, likes and dislikes making the child and parent feel comfortable at all times (filling in the All about me sheet). **On the second visit (it is usually for 2 hours) the parents leave the child to see if they settle.**

**If a child is not settling within an hour, we phone their parents. We then put a plan in place to make sure children settle before they start.**

**On their first day at nursery, we phone the parent after their first hour/two with an update and we will update parents throughout the day on Daily connect.**

### **Baby Room: 3months-18months/2years**

When settling a baby into the Baby Room we encourage parents to take part in their visits and build a relationship with staff. We usually do 5 settling in sessions for a baby over 2 weeks however if we/the parent feel they need more we schedule more visits. The first visit is an hour long and then 2 hours after that. We ask parents to bring in photos of family members which we can put around the room for baby to familiarise with. Staff will take pictures to show parents of how they have been on their visit and put it onto Daily Connect. When baby and parents feel comfortable, that is when a child is ready to start their days at nursery.

### **Toddler Room: 18months/2 years-3yrs**

When settling a child in the Toddler Room it is very similar to the Baby Room, but we really encourage children to take part in group activities and the learning experience we provide. We do find that distraction and involvement get the children settled in more quickly. A child that is settling in the Toddler Room may not need as many visits as the Baby Room, but we are flexible to whatever the child's needs are.

### **Pre-school Room: 3yrs-5yrs**

When settling a child into Pre-school Room it is also very similar to the visits provided for the Baby and Toddler rooms, but we encourage our children to take charge, showing the new child around our learning environment. We usually just offer 3 visits in the Pre-school Room. The first one will be an hour and then 2 hours thereafter. We encourage parents to come along on the first visits and leave them on the second visit when they and their child feel comfortable. As in our Baby and Toddler Room we do offer more settling in sessions depending on each child's settling in process. We give the child lots of roles within Pre-school Room, and a chance for them to bond and form relationships with both staff and children.