

Sandbrook Nursery School



Admission and settling in policy

It is the policy of this nursery to settle children in gradually, both in terms of number and time, so that each child becomes happily independent.

Fifty two children are admitted to this nursery in the first academic term.

The criteria that we use to select the children for this nursery are in line with the regulations issued by the Department of Education and can be found on the Education Authority website www.eani.org.uk

Once all the places have been allocated a meeting is held for parents where the ethos of the nursery is explained, along with practical information regarding a child's time in nursery. At this meeting parents will meet the principal as well as the nursery staff.

Prior to starting, each child, along with their parent, will be invited to an open day in the nursery. This gives each child one hour in the nursery to meet the staff, see the nursery and meet a very small group of other children. This has proven to be very beneficial when settling children in.

Detailed forms need to be completed by the parent/guardian and hopefully the staff will find out as much about the child to gain a good understanding of the child. This may help with the settling in process.

When the child and parent/guardian come to nursery on the first day a warm welcome will be given. They will both be shown around the nursery.

The child's first day in nursery is only for one hour and the parent will stay in the building for this time. The teacher will help both parent and child to manage the initial separation possibly by :-

- communicating with parent and child as they work together;
- involving the parent or child in some activity as a step towards separation;
- suggesting when it might be appropriate for the parent to leave and return

- always informing the parent of how the child has been.

Most children settle in well; but there is sometimes one or two who find this difficult. In such cases, special help and understanding from the staff are required. Such a child may need his parent to stay within the building until they have settled with flexible attendance, and their day extended very gradually (see Phased Induction Policy). Where a child's settling in process requires adjustment or support, this will always be discussed and agreed with parents.

At all times the staff must be understanding of the children's differing needs and temperaments and not only have one standard set of expectations for all the children settling in.

Staff must also be seen as approachable, caring, sensitive, trustworthy individuals that parents feel happy to leave their children with.

During the settling in period we aim to get to know the children well and help them quickly get used to the rules and routines of nursery e.g. putting on and taking off aprons, finding name labels for paintings etc.

This will work best when there are only a small number of children introduced to the nursery at a time. In this small group setting, the children will have time to bond with their new caregivers and grow in confidence that their needs will be met in their new environment. Therefore, during the month of September all children will have commenced school for a period of time.

Attendance time gradually builds up as we add new routines to the settling in period, this time will be based on the child individually. Children begin dinners by the beginning of October.

Chairperson Board of Governors: _____

Date: _____