



QUEENS PARK MONTESSORI DAY NURSERY

**155 Richmond Park Road
Bournemouth
Dorset
BH8 8UA**

Telephone: (01202) 523293

Proprietor: Mrs Alison Toms

Ofsted Reg: EY242933

Positive relationships

- 2.1 Respecting each other**
- 2.2 Parents as partners**
- 2.3 Supporting learning**
- 2.4 Key person**

STAY SAFE

MAKE A POSITIVE CONTRIBUTION

A Unique Child

- 1.2 Inclusive Practice**

**MAKE A POSITIVE
CONTRIBUTION**

EYFS: 1.16, 3.27, 3.28 – 3.31, 3.55, 3.58, 3.73, 3.74

ADMISSIONS AND SETTLING POLICY

Admissions

At Queens Park Montessori Day Nursery we comply with the legal space requirements for the Early Years Register set out in the Statutory Framework for the Early Years Foundation Stage. We care for 29 children between the ages of 4 months and 5 years.

When a parent displays an interest in securing a place at our nursery, they are required to complete a registration form. Once this is received it is dated and filed in the waiting list.

When a space becomes available, the details of those on the waiting list are checked against that availability. Spaces are offered in accordance with when the child was registered, on a first come first served basis, with due consideration given to the following:

- Availability of places, taking into account the staff:child ratios, the age of the child and any registration requirements
- Children who have siblings who are already with us
- When the application is received (extra weight is given to those who have been on the waiting list the longest)
- The nursery's ability to provide the facilities necessary for the welfare of the child, including appropriate staffing arrangements
- Any extenuating circumstances affecting the child's welfare or the welfare of his/her family

- We do not accept children for either one half or one whole day – must be a minimum of two half days.

We operate an inclusion and equality policy and ensure that all children have access to nursery places and services irrespective of their gender, race, disability, religion or belief or sexual orientation of parents.

Parents on the waiting list are contacted by phone or email when a space is available. If they wish to take up the place they are asked to secure it with a deposit equivalent to a week's fees. This is deducted from the first month's fees once the child commences at nursery.

Providers eligible to provide free nursery education places

All settings registered to accept government funding (detailed in the code of practice) must offer funded places for three to five year olds for a maximum of 570 hours per year. This equates to 15 hours per week for 38 weeks of the year. As we are open for 51 weeks of the year, this allocation of funding is spread out to become 11 hours per week.

30 hours of Early Education funding is also available. Parents are required to check the HMRC website, www.childcarechoices.gov.uk/ to check eligibility.

At Queens Park Montessori Day Nursery we currently offer limited fully funded places in our afternoon sessions subject to availability and on a first come first served basis.

At Queens Park Montessori Day Nursery we charge £1 per hour for food and associated costs. Therefore a half day session is charged at £5 and a full day at £10.

We accept eligible Two's Too funded children for 2 sessions per week subject to availability.

Please note for admissions for nursery education funded sessions these begin the term following your child's third birthday. We reserve the right to limit and/or have specific funded sessions, according to our business requirements.

Settling in

Our aim is to work in partnership with parents and/or carers to help them become familiar with the setting and offer a settled relationship for the child. We know children learn best when they are healthy, safe and secure, we build positive relationships with parents to ensure we can meet children's individual needs and help them settle quickly in to nursery life.

All our staff know about the importance of building strong attachments with children . They are trained to recognise the different stages of attachment and use this knowledge to support children and families settling in to the nursery.

Our nursery will work in partnership with parents to settle their child into the nursery environment by:

- Allocating a key person to each child and his/her family, before he/she starts to attend. The key person welcomes and looks after the child ensuring that their care is tailored to meet their individual needs. He/she offers a settled relationship for the child and builds a relationship with his/her parents during the settling in period and throughout his/her time at the nursery, to ensure the family has a familiar contact person to assist with the settling in process

- Reviewing the nominated key person if the child is bonding with another member of staff to ensure the child's needs are supported
- Providing parents with relevant information about the policies and procedures of the nursery
- Working with parents to gather information on the child's interests, like and dislikes before the child starts, as well as their favourite things available at settling sessions, e.g. their favourite story or resource. We also complete a baseline of the child's current development in order to plan and meet the individual needs of the child from the first day
- Encouraging parents and children to visit the nursery before an admission is planned
- Planning settling in visits and introductory sessions (lasting approximately 1-2 hours) following any necessary government advice. These will be provided free of charge over a one or two week period, dependent on individual needs, age and stage of development
- Welcoming parents to stay with their child at the beginning of each session during the first few weeks until the child feels settled and the parents feel comfortable about leaving their child. Settling in visits and introductory sessions are key to a smooth transition and to ensure good communication and information sharing between staff and parents
- Encouraging parents/carers to send in family photos to display to help settle the child
- Reassuring parents whose children seem to be taking a long time settling into the nursery and developing a plan with them
- Providing regular updates and photos of the children settling
- Encouraging parents, where appropriate, to separate themselves from their children for brief periods at first, gradually building up to longer absences
- Making sure that, in the event of the key person not being available, the child and parent have a back up member of staff to support the settling process
- Respecting the circumstances of all families, including those who are unable to stay for long periods of time in the nursery and reassure them of their child's progress towards settling in
- Creating a welcome pack for the setting including photos of staff for the child to become familiar with the staff and new environment before they start
- Not taking a child on an outing from the nursery until he/she is completely settled.

Methods

- Alison Toms (manager) will arrange a start date for the child with the parent, either at the time of acceptance of the sessions or at a later date
- A welcome pack will be sent out to new children/parents prior to the child starting. This helps to familiarise the family with the nursery and staff. This will include who the child's key person will be
- The child's initial session will be an hour long and is an opportunity for the parent to talk to the child's key person and for the child to become familiar with the environment whilst their parent/carer is present
- On the child's second visit, the parent will leave the child from between ½ an hour to 1 ½ hours, depending on the age of the child and if the parent and key person feel they are ready
- During the second session, information is given to parents/carers for them to take home and complete, including a contract. These forms provide the nursery with personal details relating to the child. For example, name, date of birth, address, emergency contact details, dietary requirements, collection arrangements, fees and

sessions, contact details for parents/carers, doctor's details, health visitor details, allergies, parental consent, vaccinations etc. At this time the parent will also have a preliminary discussion with the supervisor of their child's group (or another senior member of staff) to ascertain the developmental stage of the child. This will involve completing a tracker in the prime areas of learning, including a discussion around language development

- The child's third visit will usually be three hours, but may be shorter if the parent and/or key person feel this is needed
- These sessions are flexible and will be dependent on the needs of the individual child. Additional sessions will be added if required.

This policy was adopted on:

Signed on behalf of the nursery:

Date for review: