



Wee Mack's Admissions & Settling-In Policy

July 2021

At Wee Mack's we understand it can be an anxious time for parents and carers when they enrol their child at nursery. We aim to support you to help your child settle quickly and easily by giving consideration to the individual needs and circumstances of every child and family.

Our aim is for children to feel safe, nurtured and happy in the nursery and to feel secure and comfortable with all staff. We also want you to have confidence in both your child's continued well-being and your role as active partners, with your child being able to fully benefit from what the nursery has to offer. We have produced this document to take you through the enrolment and settling-in stages so that you can be prepared and reassured for the journey ahead.

Our Nursery – General Information

- Opening times are 8am – 6pm Monday to Friday
- Session times are 8am – 1pm and 1pm – 6pm
- Drop off and pick up times are not before 8am, and not after 6pm
- Should you require times that do not fall into the session times above, then you will have to book the full day (2 sessions)
- Front entrance is at Constitution Street; parking and rear entrance is via Mitchell Street
- We are open all year except Christmas Shutdown (typically from 1pm on the 24th Dec until 8am on 3rd Jan, although the nursery reserve the right to change this depending on days of the week etc)
- We accept children aged from 6 months to 5 years

Introductory Sessions

- We will offer a 30 minute visit to the premises to see the nursery and answer any questions you may have
- If you then wish to enrol your child, you will be asked to pay a registration fee of £100 to confirm your child's place at the nursery
- Upon receipt of this, you will receive a registration link via email. Please complete this in detail
- You will be invited to 3 settling-in sessions. These will take place over a week or two, and follow this structure:

First settle: 1 hour with parent and Room Leader/Key Worker. We will aim to conduct this between the family and staff members alone, without the presence of other children, and at



a time that is convenient to all those involved. This may be an outdoor settle or indoor settle depending on the time of the day. This is a chance to meet the team, encourage your little one to play in the environment and get used to the setting whilst you are present to comfort them.

- Second settle: 2 hour with parent and Room Leader/ Key Worker. We may introduce other children during this settle and have your child interact with them during their play. You will again get to speak with your child's Room Leader/ Key Worker and they can begin to bond with your child.

- Third settle: 2 hour settle with parent leaving for the second hour. We ask that during this second hour, the parent visit the office and meet with the Manager to complete the registration process and discuss payments/invoices and start dates. If this has been completed, we ask that the parent leave but stay nearby, perhaps at a local cafe, and return at a specific time. During this time, your child will be encouraged to play with staff and other children.

- If a child is unsettled, we will offer you further settling-in sessions, perhaps for shorter periods and more frequently, to help your child settle in.

We will further support your child's transition into Wee Mack's by

- Providing you with relevant information about the policies and procedures of the nursery
- Working with you to gather information before the child starts on the child's interests, likes and dislikes: as well as completing a baseline of the child's current development to plan, and meet, the individual needs of the child from the first day
- Supporting parents whose children seem to be taking a long time settling in to the nursery and developing a plan with them
- Encouraging parents, where appropriate, to separate themselves from their children for brief periods at first, gradually building up to longer absences
- Assigning a secondary Key Worker to each child in case the Key Worker is not available. You will be made aware of this to support the settling process and attachment
- Reviewing the nominated Key Worker if the child is bonding with another member of staff to ensure your child's needs are supported
- 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
- Not taking your child on an outing from the nursery until he/she is completely settled.



What to Bring

- For all children: a small bag with at least one change of clothes (a full set), indoor shoes (slippers, preferably), outdoor shoes, wellies and outdoor clothing (a waterproof suit). Please note that this is essential in order for your child to fully participate in the activities at nursery. If your child does not have appropriate clothing, we will try to accommodate where possible but ultimately this may result in your child not being able to take part.
- For babies/toddlers who may sleep: a small comforter
- For babies who require milk: bottles for feeding and formula/breast milk as required. Refrigeration is available to store breast milk, along with a private space for expressing milk if required.

Feedback/ Communication

- We will be using a system called EyLog to document your child's day at nursery and observations
- We ask that parents download the EyLog Parent app (available for Android and Apple via the app stores) to receive regular updates for your individual child. You will receive an invitation and pin code that allows you access to your child's diary and learning log. You may turn on the push notifications and you will then be notified when your child's daily diary will be ready to view and other notifications such as observations recently published or sent from your child's staff team.
- You can also upload and log observations of your own child that you wish to share with the nursery, such as your child playing at home or enjoying a trip to the beach.
- All staff will use the daily diary feature to document the following:
 - Nappies: when they were changed and the outcome
 - Sleep: time and length
 - Food: what was eaten and when and how much was eaten
 - Bottles: when a bottle was given and how much was drunk.
 - Any other updates may be communicated with you via the private message feature, for example, to notify you that your child requires another set of clothes brought in next time.
- You will be shown how to access EyLog at your meeting with the Manager at your settling-in period

Should you have any further questions relating to the enrolment process, please contact us and we will be happy to help.