



Wee Mack's Admissions & Settling-In Policy

September 2024

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 (dates vary depending on days of the week etc but typically 24th – 2nd Jan inclusive)
- We accept children aged from 6 months to 5 years



Waiting List

Applications to attend Wee Mack's are welcome to all members of the community who have or are expecting a child. This is irrespective of gender, race, disability, religion / beliefs, or sexual orientation of parents, and includes those in the process of adopting a child.

If you are interested in registering for Wee Mack's Waiting List, please in the first instance fill in our [online enquiry form](#). *This automatically adds you to the Waiting List, there is no further action required from you at this point. You will remain on the waiting list, without obligation, until we contact you to offer a space. If your requirements change, or you no longer need a space, you can let us know by emailing info@weemacks.com.*

The manager will review your enquiry form against the following criteria:

- Start date: The sooner you are looking to start, the quicker your place will be considered. This is because we prioritise filling spaces rather than reserving them.
- Age of child: As a general rule, the waiting list for babies is lengthy, so it is unlikely we can offer these straightaway. However admissions for children over the age of 3 tend to change termly, so spaces can open up at any time for these.
- Number of sessions required: Priority is given to children attending full time, where space allows. Otherwise we can only offer the sessions we have available. If you are flexible regarding sessions required, please indicate this on the enquiry form.
- Priority is given to siblings of children who are already attending Wee Mack's, and for families with multiple children ie twins. If this applies to you, please indicate this on the enquiry form.

Should a space be available, the manager will contact you to discuss and invite you to visit the premises. We would not normally offer a visit to the setting unless a space can be confirmed. We don't recommend visiting too soon as nurseries are transient spaces, and the way your child responds to the environment can also change; for this reason we would advise you to bring your child to the visit.

If we are unable to offer a space straightaway, and your start date is not imminent, we aim to contact you within 2 months of your start date to confirm the space. At this point we will invite you to visit and discuss your requirements. You will be asked to let us know within a specified and reasonable time period whether you wish to accept the space.

Once accepted, we will invoice the £100 registration fee and book in the settling sessions. If you are accessing a [government funded space](#), the registration fee will be waived.

Upon enrolment, you will receive a link via email to our parent portal on Family. Please complete this in detail and add other family members.

Settling Sessions

You will be invited to 3 settling-in sessions. These will usually take place over a week and follow this structure:

- First settle: 1 hour with parent and Room Leader. Your child's key worker will be identified at this session. 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. Parent may be required to complete the registration process, help fill in care plans and ask any questions you may have.
- Second settle: 2 hours – parent remains with child until they are settled or engaged, then leaves, but remains contactable. 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: 3 - 4 hour settle with child independent of parent. During this time, your child will be encouraged to play with staff and other children, have lunch or snack, and possibly nap.

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 on 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
- Reviewing the nominated Keyperson 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 a minimum of 2 changes of clothes (a full set and spares), appropriate footwear suitable for climbing etc, 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. Please clearly label all belongings with your child's name.
- 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 Famly to communicate re your child's day at nursery and observations
- We ask that you download the Famly app (available for Android and Apple via the app stores) to receive regular updates for your individual child. You will receive an invitation 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



- If you are experienced issues with accessing or using Family please inform us by email or during your settling-in period. If there are connectivity issues during the day, these may affect phone lines too. In this instance please call +44 7561 641675.

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