

### Gradual Admission Policy

It is important that children are settled into the nursery gradually. Some children have never been left before or been in this type of environment before and can be sometimes daunting for children. With gradual admission we help the children to adapt to the environment and prevent children becoming distressed. Every child is different and will be assessed and introduced as an individual.

\*The manager will arrange gradual admissions at the point of registration along with a start date.

\*Gradual admission will take place for a minimum of two weeks between either 1000 - 1200 or 1400 - 1600 to enable your child to join in with a sociable meal time experience.

\*On the first visit you will be introduced to your child's key person who will discuss and record the child's routine and interests with the parents to ensure their transition is as smooth as possible.

\*During the second visit depending on the child's reaction we would normally suggest the parent leaves once their child has settled and has begun to engage in an activity or with other children.

\*The number of visits depends on the child's reaction. Parents are encouraged not to leave their child until we feel that they have become settled.

\*During these visits children will be given the opportunity to watch and join in activities. Staff will encourage them but only at their own pace.

\*The transition can be made to nursery easier by bringing something familiar to your child either a book or comforter.

Talking positively about nursery and staff also reassures the children that nursery is a positive experience.

Tell your child that you are leaving and reassure them that you will come to collect them soon, in a positive manner. Try not to delay leaving as this adds to the child's upset.

\*We understand that gradual admissions can also be a stressful time for parents. You will be given a starter pack on your child's first gradual admission which will give you details to the web cam facility giving you peace of mind. We are happy for you to call the nursery at any time if you are feeling anxious at any point.

Adopted 10/05/11

### **When a Child Leaves The Nursery**

The key worker will be responsible for the child's to take personal belongings. All work and progress and development records should be handed over to the parent. The manager will arrange any child leaving for school to have a leaving party.