



Admissions Policy

Upon first meeting I aim to meet and discuss details with the parent/carers to ensure that we both feel that my setting is suitable for the individual child.

I will ensure that I meet the child prior to their first visit, either being a play day in my setting, in their own home or in a mutual place, for example a park. This meeting place will be discussed and agreed at the first meeting with the parents/carers.

I would like to meet with the child at least three times prior to the child using my setting if at all possible to ensure that the child is familiar with myself and comfortable in my setting. I would also like for the parent to leave the child in my care for a few minutes prior to leaving the child for long periods, this is so the child will be aware that the parent/carer is coming back.

I will ensure that the first day that they are with me that the routine is as calm and easy as possible to ensure that they feel safe and secure in their new environment.

In the event of an emergency this will not always be possible and with endeavour to do my best to ensure that they feel as comfortable as possible. This would be by trying to distract the child with any favourite activity, comforting whenever possible and remaining positive and happy, so that the child feels safe.

In the first meeting with the child's parents/carers I will ensure that I am aware of any dietary requirements, allergies, favourite toys and favourite activities. I will also encourage that they bring any comfort object, for example a teddy or blanket. This could also be their favourite toy.

I will ensure that when the time comes for the parent/carer to leave the child in my setting for the first time, that they make this swift and as painless as possible. Reassuring the child that they will be returning soon, maybe leaving a personal belonging that will ensure their return, and leaving quickly and positively.

This is for both parent/carer and the child because if they see that the parent/carer is upset, which is natural also, this may upset the child more. I will reassure the child also that they will be returning soon and distract them as much as possible with their favourite toy/activity and engage them with the other children.

I will ensure that the parent/carer is aware that the child will show signs on separation anxiety and will be upset on their departure. They may also show signs of regression, resorting to baby like behaviour or aggression which are all natural reactions to a new and scary situation. I will hope to ensure that this behaviour is kept to a minimum and settles in happily to my setting as soon as possible.

If the child does not settle after a reasonable amount of time I will contact the parent/carer to ensure they are aware of this. I will reassure that the child is ok, but they are more than welcome to come and collect the child. I would recommend that they do this in a positive way to ensure that the child feels that they are just returning as normal, not because they are upset. If the parent/carer would like me to try for a longer period I will do so, but I will take into consideration their emotional development.

If the child continues not to settle I will contact the parent/carer to collect the child as soon as possible. We will then discuss the next course of action, whether it be to reverse back to our brief meetings again, where the parent/carer can leave the child for short periods or whether we discuss that maybe my setting is not suitable for the child.

If both the parent/carer and I decide that my setting is not suitable for the child I will endeavour to help the parent find another setting for their child, whether that be pointing them in the right direction for contacts or recommending another known childminder in the area.