

Admissions / Settling in

The Step by Step Manager / Deputy will show the parents/carer and child around the setting.

They will discuss the routine, what's on offer at the nursery, the ethos of the nursery, the sessions available and funding options.

Discuss settling in with them and let the parent lead on how long.

Together they will fill an 'All About Me', consents and any medical information about the child. We will agree a password for when the child is collected from

There will be time to add the child / parents onto Tapestry, our facebook page / whatsapp group. Two emergency cards will be completed, a letter of confirmation and a safeguarding letter will be given to the parent / carer along with the viewing of the data protection policy.

The parent / child will be introduced to their key worker who will work closely to build a relationship with them.

The settling in process is an individual process for all children and parents, they will initially start with an hour visit and then it will be continually reviewed / monitored during this time until they are settled.