

The Jungle Day Nursery & Cheeky Monkeys Nursery Ltd

Policy 31-06

Welcoming a new child to the nursery

This policy summarises the arrangements in place for preparing and welcoming a new child to the nursery:

1. Initial contact with the nursery regarding the availability of nursery places and services on offer will have been made by the parent/ guardian/ carer of the child. At this point a prospectus will be given/ sent to the enquirer together with a brief introductory letter from the nursery manager.
2. The parent/ guardian/ carer and child are invited to visit the nursery to inspect the facilities and the staff. The child is invited to join one of the nursery groups while the child's requirements are discussed with the nursery staff.
3. The nursery manager or appointed person will make the parents/ guardian/ carer aware of the nurseries terms and conditions for placement and answer any questions regarding the services on offer. They will also use this opportunity to obtain basic information about the child to ensure that the care required can be provided.
4. If both parties agree, the parent/guardian/carer is asked to complete a registration form which requests the following information about the child:
 - details of parents/ guardians/ carers, including daytime and emergency contact numbers;
 - notifiable diseases and other medical conditions that the child has had;
 - immunisations
 - any food or medical allergies
 - religious/ cultural background;
 - food preferences and dislikes, including those forbidden by religion, faith or culture;
 - GPs name and address
 - Details of nursery sessions required (days of the week and times)
5. The parent/guardian/carer is asked to return the completed registration form to the nursery manager, together with the appropriate registration fee which secures the nursery place. If appropriate, the child's name will be placed upon a waiting list until a suitable place becomes available. This will have been explained to the parent/ guardian/ carer at stage 3 above.
6. When a place in the nursery becomes available the nursery manager will write to the parent/ guardian/ carer to confirm the starting date and enclose the following documentation:

Signed by _____ Date _____ Review Date _____

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- 'parents in partnership' agreement and information pack – the parent/ guardian/ carer is asked to provide relevant information about the child, sign and return the appropriate consent forms contained within the pack, and return the completed documentation to the nursery manager.
- 7. On the starting day, the parent/ guardian/ carer is encouraged to stay with the child until the child settles; there is no time limit since it is the nursery's objective to ensure that children are happy and contented in the nursery environment.
- 8. Parents/guardians/carers are assured that they are able to bring the child's favourite toy/comforter to help the child settle. However, they are requested not to bring valuables, jewellery, sweets, drinks, or chewing gum into the nursery.
- 9. Thereafter, the child is 'inducted' into the nursery routines and environment by participating in appropriate activities under supervision by nursery staff. Where needed, staff will care for the child on an individual basis until fully integrated into the nursery.
- 10. Once the child has settled into the nursery, the parents/ guardians/ carers are requested to complete a settling in questionnaire as part of the nursery's on-going commitment to continuous quality improvement. These questionnaires are reviewed for appropriate action through the staff management review meetings.

Signed by _____ Date _____ Review Date _____

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