

Admissions/Settling In Procedure

Health and Social Care Standards:

3.4 I am confident that the right people are fully informed about my past, including my health and care experience, and any impact this has on me.

3.6 I feel at ease because I am greeted warmly by people and they introduce themselves.

4.5 If possible, I can visit services and meet the people who would provide my care and support before deciding if it is right for me

Admissions

- Parent/Carer completes registration forms
- Birth Certificate/Passport viewed & BC/PP number confirmed
- Ensure parent/carer has signed terms & conditions
- If necessary, provide parent/carer with a Marvellous Me form
- If necessary, provide parent/carer with a funding form/R1 form and any other authority specific paperwork
- Add form to waiting list or move to enrollment procedure

Enrollment

- Input data from registration form into INM - remembering to set up accounts data (including invoicing reference)
- Input data into NAMS / Send R1/R2 Form to Council
- Store child's documents as per site's individual processes and system

Induction

- Email parent/carer induction pack - gear guide, tick info etc
- Work with family/relevant agencies to create an initial care plan detailing any needs (allergens, support needs etc)
- Parent/Carer given sign up link to ILD

Settling In

- Child and family invited to join in with a nursery session prior to their official start date
- When parent/carer and child arrive, a staff member introduces themselves and spends time with child and parent/carer
- Staff member interacts with child and parent/carer - building rapport while exploring different routines or play areas in the nursery
- Same staff member should remain present throughout the settling process
- Parents/Carers are invited to remain with child as long as needed for the duration of the settling in processes

Stramash recognises that there is no “one size fits all” approach to settling children into nursery and this process will be done on a case by case basis with support from the Team Leader.

First session(s)

- Consistent staff member from settling in sessions will greet child at gate and help them into nursery
- Staff will support child into nursery rhythm and routines and gently introduce them into play opportunities as needed
- Any named resources (helicopter story book etc) will be created for the child
- A key worker will be assigned to the child
- Inform parent/carer of key worker
- A settling in observation made on ILD