



Admissions and Settling in Policy

Admissions:

After initial communications we will arrange for:

- An introductory meeting, to discuss your requirements and expectations and to show you around Little Me Preschool/Little Muddy Me
- Offer further information with more specific details relating to your needs and supplying you with a copy of our policies and procedures.
- Complete relevant documentation including contact details and parental permission forms.
- We provide a 4-week trial period, this is to ensure all parties are happy with the arrangements.
- Agree a start date and timescale the 'Settling In' period.
- Arrange for any other documentation to be completed and signed and copies to be given to the parent.
- Arrange to Visit you at your home to introduce your key worker to your child in their safe environment

Settling in Procedure:

Once you have made your decision, we find that a 'Settling In' period works best for children to be introduced to Little Me/Little Muddy Me gradually.

We make it our priority to ensure that children feel happy and safe. To help them settle in, we will:

- Encourage you to visit with your child one or two times prior to the child being placed in our care.
- Allow the child to stay for several short periods without a parent, steadily increasing the duration each time.
- Allow you to telephone during the day if you have any concerns.
- Ask parents to give us as much information as possible about their child's likes and dislikes; as well as any fears and areas of distress.
- Encourage other children to be welcoming and supportive to any new child. This will be done through talking and activities that promote teamwork and taking turns.