**Admissions Policy**

Beginning in a new setting can be a daunting experience for any child. I aim to work together in partnership with parents to make the experience a happy one. In order to achieve this it is important that I have as much information about your child as possible. Where possible, I prefer to meet all parents/guardians and any other person authorised to collect the child BEFORE the arrangement commences. Naturally, I also wish to meet and play with the child beforehand. Parents will be asked to bring their child to at least twice prior to commencement of the contract as a settling in period. This will allow the parent and child to become acquainted with the setting and allow us all to get to know each other. It also allows the child to meet and play with the other children and acts as a useful observation period for me to assess your child’s needs.

Parent/s are encouraged to phone or come back early if they are feeling stressed away from their child/children. I will verbally tell parents the activities of the day, about food eaten, nappies changed, sleep, outings and anything that has happened out of the ordinary especially with babies I will ask about how the child was the previous night or weekend, in case of symptoms of illness detected as this usually jogs parent’s memories.