



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.
- 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.

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 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 team work, and taking turns.