

Cornhill Nursery ~ Induction Policy



Introduction

At Cornhill Nursery we aim to make the transition from home to nursery as smooth and as stress free as we possibly can for both parents and children. We pride ourselves in providing a safe, welcoming and caring environment for our families - one in which children can feel happy, secure and ready to learn.

Each child and their family will be fully supported during the induction and settling in process, in order to give each child the best possible start to their education. All inductions and settling in periods will be handled sensitively and according to each child and their family's needs and wishes.

Cornhill Nursery adheres to the Aberdeen City Council Admissions Policy for Early Learning and Childcare. These policies are updated annually and can be found at

www.aberdeencity.gov.uk/services/educationand-childcare/

The documents share dates of birth for entry to each year group and allocation information. Once places have been allocated, parents/carers will be invited to an induction event which shares practical arrangements for children starting nursery with us.

Induction Process

All children are eligible to begin nursery the term after their third birthday.

March

- In March, parents/carers are informed by letter of their child's acceptance to Cornhill Nursery and are offered either a morning or afternoon place.

June

- In June, all parents/carers who have accepted a place for the August – December session are invited to a parents only induction meeting with the Principal teacher and Senior Early Years Practitioners.
- Parents whose children do not start nursery until the January or April term will still be contacted by the Principal Teacher, regarding their children's inductions which will take place at another point in the year – usually the month before the visit /start dates.
- The induction meeting will cover all important information about what both the parent/carers and child should expect from nursery life. During this session

parents/carers will also be provided with a leaflet that details the name of the child's Key Worker and their nursery visit and start dates/times.

- At the end of the session any questions parents/carers may have will be answered and finally, admission and V4 forms will be completed.

August/September

- In August, children and a parent/carer are invited to visit the nursery for a one hour stay and play. (This information will have been provided on the leaflet given at the induction). While the child has the opportunity to look around and familiarise themselves with their new surroundings and meet their new friends, parents will fill out a detailed Care Plan with the Key Worker. This will provide staff with all the important information they require about the child and family.
- The children are then welcomed back for another hour session (start date), but this time they will stay for the 1 hour duration on their own (if appropriate). We endeavour to make the start date as close to the visit date as we possibly can, but sometimes due to the volume of new starts, particularly in Aug/Sept, the start date could be anything between a few days and a couple of weeks after the visit.
- Thereafter the child's session will be extended and the length of the session will continue to be built upon. Some children settle very quickly and others may take a bit longer. We work closely with carers to ensure that the length of nursery sessions are most beneficial to your child. On a daily basis your child's key worker will instruct you of start and finish times until they are ready for the full session.
- Following the induction period, parents are given a questionnaire to fill in regarding how they felt the induction process went and what they found helpful/not helpful. This allows the nursery to continually monitor and improve upon the induction process.