

Greenbank Pre School

Admissions and Settling In Policy



Greenbank Pre School

Edinburgh Greenbank Parish Church of Scotland
Braidburn Terrace
Edinburgh EH10 6ES

SPPA Registration No: 0923
Charity No SCO11325

Admissions and Settling In Policy

Greenbank Pre School is an organisation formed by, and operated under the control of, the Kirk session of Greenbank Parish Church as part of the Church's outreach to the community.

The Pre School aims to ensure that the admission of children is fair, equitable and responsive to the needs and preferences of individual children and their parents or carers. The Pre School believes that no child should be excluded or disadvantaged because of ethnicity, culture, religious beliefs, language, family background, special education needs, disability, gender or ability.

The Pre School recognises due care and attention must be given to the parents, carers and child's needs for time to settle into the Pre School and aims to work in partnership with parents or carers to settle the child into the Pre School's environment.

The Pre School is in partnership with Edinburgh City Council to offer five fully funded two hours and 35 minutes sessions to children aged between 3 and 5.

Publicity

The Pre School aims to be accessible to all sections of the community. It:

- provides basic information about the Pre School to potential users (in more than one language where appropriate)
- advertises and displays information about the Pre School widely throughout the community (in more than one language where appropriate)
- consults with families in order to accommodate their needs and to avoid excluding anyone
- monitors and reviews the information regularly.

Admissions Policy

We operate a waiting list system and a child's name can be placed on the waiting list once they are two. The waiting list is managed voluntarily by a parent (Admissions Secretary) who is also part of the Pre School management and parent's committee. In implementing the following criteria consideration will be given to the order of the names on the waiting

list. We aim to make some provision for 'emergency' places but normally prioritise places for children as follows:

- Children who have already spent their Ante-Pre School year at Greenbank
- Children who will be in their Pre School year and do not have any other nursery provision
- Ante-Pre School children who have no other nursery provision and will have had their third birthday before the 31st of August of the year that they begin attending the Pre School
- Ante-Pre School children who have no other nursery provision and will have their 3rd birthday after the 31st of August of the year that they begin attending the Pre School.
- If at the 31st August Greenbank Pre School is not at full capacity, it is at the discretion of the Enrolment Secretary, in conjunction with the Treasurer, to fill the remaining places. In such circumstances the remaining places would be offered/filled as follows:
By birth date month by month.

The Pre School has evolved from a church playgroup and a family and community ethos is maintained. Siblings of children attending the Pre School get to know the setting well and parents put a lot of energy and support into the day to day running of the Pre School. For these reasons we do give some priority to the younger siblings of children who currently or have previously attended the Pre School.

Enrolment and Settling In

Enrolment

On enrolment parents or carers of a child are:

- offered a copy of the handbook which has detailed information and explanations about the Pre School, its aims, policies and procedures
- asked to provide personal details and information about their child and themselves. Confidentiality of information will be respected

- encouraged to become involved in the management and day to day running of the Pre School.

Settling In

When settling in their child the parent or carer will be:

- advised about arrangements for the child and parents or carers to visit the Pre School so that they can familiarise themselves with the Pre School
- advised about the policy of staggering the intake of new children into the Pre School and assigned a Key Worker
- offered a warm and welcoming environment to ensure each child feels included, secure and valued
- asked to complete an "All about me" booklet with their child and Key Worker as an initial way to get to know each other. Each child will have 2 or 3 days to bond with their Key Worker which helps them to become familiar with the setting and the other children and staff
- encouraged to stay with the child for a sufficient time so that the child feels settled and the parent or carer feels comfortable about leaving him or her. There will be no time limit on how long this might take
- provided with strategies to help them work with staff during the settling in phase, e.g. never leaving without saying goodbye, collecting a child early, returning on time
- provided with feedback about how their child is coping in the Pre School

Transition

Children leaving Greenbank Pre School either go on to other nurseries for their pre-school year or to school.

Going to school

The large majority of children moving on to school go to South Morningside School and this process is made easy by keeping good links with the school. The children visit the school with a member of staff in June. We go together for a visit lasting about an hour. The children have a second visit with their parents. The member of

staff who will be teaching Primary One tries to make a visit to Pre School to meet and chat with the children. In the summer term the children going to school will go three or four times for around half an hour to play in the playground. As some Primary One children go the Annexe and some go to the main building visits are made to both playgrounds.

If your child is not going to South Morningside Primary School, your child's school will be contacted by a member of staff with a view to ensuring a smooth transition.

In June the staff will prepare your child by using strategies such as a "Going to School" theme.

Going to another Pre-5 Centre

For children who leave us to go to another pre-5 Centre, we aim to make the transition as smooth as possible.

Each child will leave Greenbank Pre School with a detailed Learning Story book (Personal Learning Planning), which we encourage parents to take along to their new provider so that the child can share their old nursery experiences with their new nursery/school. This will also be helpful for the staff in the new centre to get to know the child.

We enjoy sending a card to all children who leave Greenbank Pre School wishing them well at their school or new nursery.

Partnership with parents

The following is some guidance for parents or carers to help smooth the transition of your child into the Pre School setting.

- Be positive with your child; reassure them that Pre School will be a good experience
- Encourage your child to be independent, dressing and undressing, going to the toilet, washing hands
- Mark clothes/jackets with name
- Send your child in suitable clothes
- Share books together at home. A Pre School library is available
- Offer a variety of games and activities at home and encourage your child to tidy up afterwards
- If you become aware of changes in your child's behaviour or if circumstances change at home please talk to a member of staff

- Please do not be late collecting your child. Coming late can be distressing for your child.

This policy will be displayed on the Pre School website.

All staff and committee members will have a working knowledge of this policy.

Date of review

Name