GEMS TINEY HOME NURSERY

HOME FROM HOME CHILDCARE

Admissions and Settling in Policy

Policy statement

At Gems tiney Home Nursery, we warmly welcome children and families and work together to make joining the setting a positive experience. Every child is unique. Our flexible settling-in arrangements help children build trusting relationships and feel safe, comfortable and confident at their own pace. This policy reflects the current EYFS statutory framework for childminders.

Enquiries and offering places

Families receive information about the setting, daily routines, activities, meals, staffing, fees and available sessions. Places are offered subject to availability, safe staffing and ratios, registration conditions and our ability to meet children's individual needs with appropriate support.

We discuss each child's needs with their family and consider reasonable adjustments to support children with special educational needs or disabilities. Families are treated fairly and respectfully.

The sessions, start date and contractual arrangements are agreed with parents through the tiney registration process. A place is confirmed once the required registration and contract arrangements have been completed. Any applicable booking payments and charges for settling-in sessions are explained and agreed in advance in accordance with the contract and Fees Policy.

Registration information

Before a child attends without their parent or carer, we obtain the information needed to care for them safely. Parents complete the relevant registration details and consents through the tiney app and discuss any additional information with Gemma.

Records include the child's full name and date of birth; the names and addresses of known parents or carers; who has parental responsibility; who the child normally lives with; emergency contact details; and authorised collection arrangements. Where possible, we hold more than two emergency contact numbers for each child.

Parents provide information about medical conditions, medicines, special health requirements, dietary requirements and preferences, food allergies and intolerances. Necessary care plans, allergy action plans, medicines and any required staff training are agreed and in place before care begins. Relevant information is shared with the adults who need it to care for the child safely.

We discuss immunisation information and request identity or eligibility documents where required by tiney or funding arrangements. Documents and personal information are handled securely in accordance with our data protection arrangements. Parents must keep their child's profile, contacts, health information and consents up to date.

Getting to know the child

We gather information about the child's interests, development, home languages, communication, sensory needs, feeding, sleep, toileting, comfort items and familiar routines. Parents are encouraged to share what helps their child feel secure, how they express distress and any recent changes that may affect them.

Where a child attends or is moving from another setting, we work with parents to share relevant information with that provider where appropriate and with the necessary consent, subject to safeguarding requirements.

Meeting the team and the key person

Gemma is the child's key person and takes responsibility for developing a warm, trusting relationship with the child and their family, understanding their needs and supporting their learning and wellbeing.

Children are introduced to Jess, our assistant, and Tilly, our registered volunteer assistant, as appropriate to their attendance and roles. We help children become familiar with the adults who may care for them and explain staffing and cover arrangements to parents. Any care by assistants follows EYFS requirements, tiney arrangements and applicable parental permissions.

Planning settling-in sessions

The length and structure of settling-in sessions are agreed with parents and tailored to the child. We may begin with a visit together and build up to short periods without the parent, increasing time as the child becomes more comfortable. There is no expectation that every child will settle within the same number of sessions.

Parents and staff agree a clear, reassuring goodbye routine and how updates will be provided. Parents must remain contactable and available to collect during settling-in sessions, or arrange an agreed authorised adult to do so. Any charges are confirmed before sessions take place.

Supporting emotional security

We offer reassurance, responsive care and familiar activities, with calm spaces available for rest or a break from busier play. Familiar comfort objects are welcomed where safe and appropriate; their use is discussed with parents, including safe sleep arrangements.

Separation is introduced sensitively, taking account of the child's responses. Children are comforted when upset. If a child remains distressed despite reassurance, we contact their parent, consider an earlier collection and review the plan together. This may involve shorter sessions, more supported visits or changes to routines. We do not extend separation simply to meet a fixed timetable.

Communication with parents

We provide regular updates during settling in and share observations about the child's comfort, relationships, play, eating and sleep. Communication may take place in person, by phone or through the tiney app. Urgent concerns are communicated directly.

Parents receive access to our policies and information about the EYFS, support for special educational needs and disabilities, meals, staffing and the key person role. We explain attendance and absence reporting, collection and emergency arrangements, and how to raise concerns. Parents are encouraged to ask questions and share feedback throughout.

Reviewing settling in

We review the child's settling-in experience with parents and adjust support as needed. Observations help us understand the child's starting points and plan care and learning around their individual strengths and needs.

If settling continues to be difficult, we work with the family to explore possible reasons and agree further support. Any decision about changes to booked care is discussed with parents and handled in accordance with the contract, our inclusion commitments and relevant policies.

Review and monitoring

This policy is reviewed annually, or sooner if EYFS requirements, tiney guidance or our arrangements change. Parent feedback and children's experiences inform improvements.

Policy owner: Gemma Bayley
Reviewed: November 2026
Next review due: November 2027

Reference: Current EYFS statutory framework for childminders, including requirements on key persons, health and dietary information, records about children and information for parents.