

ADMISSIONS

It is the policy of this organisation to accept any child who needs a place if there are vacancies. However, in accordance with the agreement between the Ministry of Defence and the Naval Under Fives, priority is given to children of Service families, although Civilian children are very welcome.

The 'Under Three's' groups can accept children from 0 – 3. Enquire to the Pre-school of your choice as to what the earliest age that a Child can be accepted. (This will be no earlier than 2 years) and the charge will be for an Under 3's although attending Pre-school.

Parents/Carers should make efforts to ensure children are toilet trained before attending Pre-school, however 'pull-ups' are acceptable for young children. If your child soils the pull-ups and requires significant cleaning, the Staff, who will then record the incident, will do this. As Pre-school have no 'baby changing' facilities. Soiled pull-ups or clothing will be returned to you for disposal/washing.

If your child's Settings are registered 'FULL DAY CARE', and the hours permit, you may bring a packed lunch for your child (refer to Food policy), this can be incorporated within your 15-hour funding if your child's Pre-school does 'Lunch Clubs'.

If your child becomes distressed during a session, you will be contacted and requested to collect them. Children become distressed for a number of reasons and the reassurance of being able to go home if necessary, often gives them the confidence to enjoy themselves next time. When you leave your child, please let them know you will return for them – this seems obvious to Parents/Carers, but children often need this reassurance!

Please ensure that you collect your child promptly at the end of the session as children become distressed if they feel they have been abandoned. For late collections, a fee will be charged to cover the cost of staff wages incurred. **£5.00 for the first 5 minutes then £2.00 for every minute after**, please see 'Terms & Conditions'.

A list of designated Adults permitted to collect your child must be given to the Supervisor, with a password to be used by those Adults not recognised by the Staff as related to the child. Without this password your child will not be handed to the person wishing to take him/her. This can cause considerable distress, but we cannot risk handing your child to an unapproved person. In certain circumstances, the police will be called to negotiate. If there is a 'Court Injunction' against any Parent/Carer or family member this MUST be brought to the attention of the Setting's Supervisor and a copy of the Injunction MUST be produced with photograph of person, along with sight of the original, this will be kept confidential.

A week's notice of your child leaving the group is required, but it is helpful for as much notice as possible for your child to complete projects etc.

SETTLING YOUR CHILD

It is the aim of the Naval Under Fives to share with Parents / Carers in encouraging the Children to socialise with other Children and Staff attending the session. This may be achieved in the following ways:

- Before your child starts the Setting and time permitting, visit the child's Setting, knock the door when passing, this will help familiarize your child with building and Staff. Leave your child for an hour or so before your child starts attending the Setting regular bases, this will help your child understand that you will return to collect them.
- You may choose to stay with the Child until such time as your Child is willing to be left. During this period, we ask that Children are gradually encouraged to explore the Setting without Parental / Carer involvement.
- Parents / Carers are requested to maintain minimal involvement with other Children.
- When you are ready to leave the Setting, please ensure that a member of Staff escorts you from the building. For the safety of all Children, the doors are opened by a Staff member only.
- We suggest that when you are ready to leave, you quietly, calmly and just once, explain to your Child that you are about to leave to go and do something very boring. Please ensure your Child knows you will return – it can frighten a Child if they think you have disappeared.
- If you have any issues you would like to discuss at any time with either Staff or Management of Naval Under Fives, please be assured that they will be treated in total confidence.
- Staff will give a handover to the Parent/Carer, letting them know how the child's day has gone, including activities, lunch eaten, toileting and any accidents that may have happened. For any accident forms, Parents/Carers must write their name sign, time and date the accident form as the child leaves the Setting for the day. Should there be a failure for the form to be filled out at the that time, Parents/Carers must sign the form during the child's next session. A text message or a phone call could be sent to Parents/Carers should the Setting/Parent/Carer forget to sign the form or accident not be reported.
- Where possible, we encourage Key people to hand over to the Parents/Carers. However, as we have a co key system running, all Staff have a good understanding of every child within their Setting.
- Should a Parent/Carer wish to come into Setting and play or chat with the Staff, they are more than welcome. We ask that you sign our visitors' book and that you do not leave the premises without a member of Staff's knowledge. This is to make sure the door is secure to prevent any child from leaving the premises undetected.

We hope that both you and your Child will enjoy the time spent with Naval Under Fives and we can join with you in a successful partnership in helping your Child to gain in confidence and experience to ensure a smooth and happy transition to school when the time comes.