



Charity Number 1036832

Reviewed August 2017
Naval Under Fives

FOR THE UNDER THREE'S

Visits before your Child starts are encouraged, and Parents / Carers are encouraged to stay as long as they wish in order to settle their Child happily. Please be aware that a Child may settle happily one day and be upset another.

Please ensure that your Child has a named bag with spare nappies, creams, nappy bags etc. each session your Child attends. Wet or soiled nappies will be returned to you for disposal; unless your child attends Skylark or Spoonbill where nappy collection is available, due to the Settings opening hours being longer. Children being potty trained will be encouraged by Staff and if you wish them to use their own potty, please bring it with you. Nappies will only be changed if soiled, or very wet unless Staff are asked otherwise. Please mention to Staff if you wish your Child to be changed more frequently, and ensure that sufficient nappies are provided. If your Child is very wet, or soiled on entering the group, please change the nappy before you leave. If this is not possible, you may ask a member of Staff who will change your Child as soon as possible. This may not be until after the Children have been welcomed into the group and settled to their activities.

As most of the Settings now provide 'Free Flow' please make sure that your Child's footwear is clean and suitable for inside and outside play.

If your Child has a special toy or comforter, they are welcome to bring it with them, although it is not always possible to prevent other Children from playing with them.

It is important that you inform the Staff if you will be away from your home or mobile phone number during the session. If your Child becomes distressed we will contact you to discuss your wishes.

If your Child contracts anything contagious, please inform the Supervisor of the Setting as soon as possible so that other parents can be alerted. Do not allow your Child to return to group until they are no longer contagious. When necessary seek medical advice.

Children who are ready at 2 years may transfer to pre-school, however their Fees will be charged as an Under 3 due to the Child to Staff ratios being the same as in the Under 3's Settings. If you wish your Child to continue with the Naval Under Fives, the Supervisor can either advise you on procedure or arrange the transfer for you. You are welcome to visit the pre-schools in advance in order to help you decide which you prefer. Children must leave the Under Three's groups when they reach three unless this falls within a few weeks of the end of term. This must then be discussed with the Supervisor.

Should your Child need a sleep or rest whilst in Session, Travel and Wooden cots and beds are available for the Child to have their nap. Your Child will be checked on regular intervals and this will be recorded and signed by the person checking. Each child will have fresh bedding.

For the Settings that do not have the facility of a cot/bed, there will be a Sleep mat for the child and this will be placed in a quiet spot for the child and the same checks will apply as if the child was sleeping in a cot/bed.

In the unlikely event of child dying on the premises, e.g. through 'Cot Death' in the case of a baby, or any other means involving an older child, the emergency services are called and the advice of these services will be followed. An investigation will take place when the outside agencies including Ofsted have been informed.



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NAPPY CHANGING

Only members of Staff who have received clear DBS checks will undertake nappy changing.

Staff will be aware that nappies may need changing at any time and that it is not in a Child's best interest to remain in nappies that are soiled or very wet.

Staff will wear the protective gloves and disposable aprons, which are provided, whenever a Child requires a nappy change. Once a Child has had a nappy change, this will be recorded and signed by the member of Staff who was responsible for changing the Child's nappy.

If soiling is easily separated from the nappy, it should be emptied as much as possible, into the toilet.

Used nappies will then be double wrapped in plastic bags for returning to Parents / Carers at the end of session. If your child attends Skylark or Spoonbill Under 3's, we have a Nappy collection service, this is required should your child attend for a Full Day, if your child is attending for 4 hours or less, the Nappy will be given to the Parents/Carer for their disposal.

We ask Parents/Carers to supply creams, lotions and wipes. Failing that, we will use wipes unless it has been stated otherwise on the child's Registration information.

Parents / Carers should supply the size and type of nappy they wish their child to use. These should be kept in the Child's named bag until required. If there is no supply of nappies in the Child's bag, a nappy from the Setting will be used and a charge for the nappy will be made to the Parent / Carer.

Any soreness noticed during nappy changing will be mentioned to the Supervisor or Deputy and reported to the parent at collection time. Severe soreness will also be noted in the incident book.