

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 should make efforts to ensure children are toilet trained before attending Pre-school, however 'pull-ups' are acceptable for young children. The setting staff are happy to work supporting parents with toilet training to make it as seamless as possible. If the child does wet or soil themselves, a staff member will clean and change the child, recording it in the changing book. 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 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.

Should a Parent/Carer fail to collect their child at the designated time and the Setting has had no contact from Parent/Carer to report that they are running late, the following procedure will take place.

- Primary carers home, work and mobiles will be called within ten minutes of failure to collect. This will be recorded in the Settings phone book.
- Numbers recorded on the designated people list on the registration will be called.
- If no one is contactable, the relevant authorities will be contacted, such as Police or Child Services, especially if the child is or has been involved with them.
- These procedure will be written down and recorded with the child's details.

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, collecting your child promptly on the collection time agreed will also help.
- 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.

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.