

Busy Otters Preschool is open to every family in the community.

Children can start with us from 2 years old. This includes children entitled to 2-year-old free childcare funding.

From the start of the term after they turn 3, all children receive 15 hours of free childcare per week, for 38 weeks of the academic year. Busy Otters is also able to offer 30 hours extended government funding to those parents/carers who are eligible. Please check the gov.uk website to see if you qualify. Parents will need to provide us with their child's birth certificate and their own national insurance number in order to verify the entitlement.

All sessions will run at a maximum of 28 children.

At induction, parents are asked to complete a form indicating the number of sessions/patterns of attendance that they would like to follow for the duration of their child's time at the setting, these requests may be changed if spaces are available.

### Ratios

- Children aged two years of age - 1 adult to 5 children.
- Children aged three to five years of age - 1 adult to 8 children.
- A minimum of four staff/adults are on duty at any one time.
  
- We use a key worker system to ensure that each child has a named member of staff with whom to form a relationship and who plans with parents for the child's well-being and development in the setting.
  
- We hold regular staff meetings to undertake curriculum planning and to discuss children's progress, their achievements and any difficulties that may arise from time to time.

### Induction

- Children attend an induction session at the beginning of term, with their parents. This is where we receive the information records, various permission slips, and the key workers go over daily routines with new parents.
  
- We can be flexible with the sessions initially, for example, children struggling to settle may do some shorter sessions (perhaps just an hour or so) and build up to staying unaccompanied for the full session.
  
- If a child does not then attend on a regular basis, we reserve the right to withdraw their place to offer it to another child on the waiting list.

## **Children in nappies**

- We accept children who are in nappies. We ask that parents provide nappies, and wipes to keep at preschool, and changes of clothes in a bag to bring in daily. Children should be sent to preschool in a clean, dry nappy at the start of their session.
- The disabled toilet will be used for nappy changes to give the child privacy. The door will be open ensuring staff are not left alone with a child. Staff will wear protective equipment when changing the children. Nappies are disposed of by staff, and any soiled clothes will be bagged up and sent home.

## **Notice Period**

- If you decide to leave Busy Otters Preschool, you are required to give 4 weeks' notice. If a notice period is not given and you are claiming Government funding Busy Otters will claim the full 4 weeks through Devon County Council as suggested in their Provider Agreement. This means you will be unable to use your funding elsewhere until the notice period is over.
- If you are not claiming funding, you will be billed as normal for your notice period.

Signed.....Chantelle West.....(on behalf of the Committee)

Signed .....Carol Clarke.....(Manager)

Date.....15/01/2024.....

To be reviewed annually.