**ADMISSIONS POLICY**

There are currently three operating nurseries under the Planet Tiny banner each of which offers different levels of learning and development specific to their age ranges. All three nurseries are open from 8am – 6pm Monday to Friday:

**Planet Tiny Babies:** Birth to 1 year

**Planet Tiny Toddlers:** 1 – 2.8 years

**Planet Tiny Pre-School:** 2.8 - 4 years

Each nursery offers either full day or half days sessions. Half day sessions can run from either 8am – 1pm (Inc. lunch) or 1pm – 6pm (Inc. afternoon tea), Monday to Friday.

Upon acceptance of a place, Planet Tiny ask for a £50 non-refundable registration fee to secure the place, and a refundable deposit of £50 (part-time) to be paid during enrolment.

**BEHAVIOUR MANAGEMENT POLICY**

Planet Tiny’s ethos is very much one of freedom of thought, expression and learning. We aim to create an environment in which everyone is aware of what is expected of them ensuring mutual respect and encouragement for one another. Children should learn self-discipline and self-esteem and be able to develop their play and learning without fear of being hurt of hindered by anyone else.

**UNCOLLECTED CHILD POLICY**

In the event that a child is not collected at the end of their agreed session or day, Planet Tiny have a number of procedures which must be followed by all staff to ensure the safety and care of the child involved.

Should we be unsuccessful in contacting the parents or those persons nominated as authorised carers for the child, Planet Tiny will be required to contact the local authority’s Children’s Social Services care team (Haringey)

02084895652 (Mon – Fri, 8:45am – 5pm)

02083483148 (out of office emergency number 5pm onwards)

**LATE COLLECTION POLICY**

The nursery opening hours are 8am until 6pm, unfortunately we are not insured for out of the opening hours. If you arrive early at drop of times then you must stay with your child until 8am when a member of staff will take over.

There is also a late payment charge if you arrive after 6pm. The charge is £10 for the first 15 minutes and then you will be charged a pound a minute after 1.15pm or 6:15pm.

**ALLEGATIONS AGAINST STAFF POLICY**

All allegations are dealt with seriously and confidentially until it is fully investigated. If the allegation is of a significant nature, the nursery manager will contact the Local Authority Designated Officer (LADO) who will advise on the severity of the allegation and whether the member of staff that the allegation has been made against will be suspended from work pending a full investigation.

**HOLIDAYS AND ABSENCES**

Absences from the nursery, including for sickness and family holidays will require full payment. In the unlikely event of circumstances beyond our control, any closures must also be paid for in full.

The nursery is open 51 weeks a year, during which time full fees are payable. On Bank Holidays and over the Christmas period we close and by law, we have to pay our staff for their Bank Holiday break therefore we are not able to give concessions in exchange for bank holidays.

**NURSERY CLOSURE FOR STAFF TRAINING POLICY**

As you are aware it is important for all staff to have effective training on a regular basis. This is a continuous learning process to enable Planet Tiny’s practitioners to provide the best service to you and your child. We have been asked by Haringey to close the nursery for 2 days in the year for staff training which you will be notified about at the beginning of the New Year. Unfortunately, we are not able to give concessions in exchange for the training days.

**CONFIDENTIALITY POLICY**

As a nursery, personal and private information concerning the children and their families may become known to certain individuals in contact with them. Staff may have access to, and be entrusted with information concerning our clients (parents and children), fellow colleagues, working practices and policies, and our financial dealings.

Staff are reminded that at no time during their employment with Planet Tiny, or after employment has ended can they, make use of, or divulge to any person whatsoever, any confidential information they have acquired as a result of their employment with Planet Tiny.

**ILLNESSES AND MEDICATION**

Certain infectious childhood ailments (e.g. Chicken pox, sickness and diarrhoea) will require your child to be absent from the nursery for an appropriate period to prevent the spread of infection. Any cases of sickness require 24 hours clearance and 48 hours clearance if both sickness and diarrhoea occur. We take advice from NHS Direct and follow guidance issued by the Department of Health to determine the most appropriate course of action in each case. If your child becomes ill at nursery, we may ask you to collect him or her.

Any medication that your child requires must be clearly labelled and handed to a member of staff. Medication brought over the counter must be in a sealed bottle or sachet with a receipt and written permission. You will be asked to sign a medicine form each time a medicine is administered.

**SAFETY POLICY**

The safety of the children in our care is paramount, we ensure that the nursery is safe and secure at all times by doing daily risk assessments which covers the nursery both indoors and outdoors this is carried out by our health and safety officer.

Fire equipment is checked regularly and all fire exit and doors are always kept free from obstruction at all times with frequent fire drills being carried out. First aid boxes are easily accessible and fully stocked in case of injury.

The nursery has an intercom system in place that is used by authorised staff members only to ensure the children enter and exit safely. Registers are taken upon arrival and on exit for children, staff and visitors. All children are supervised at all times ensuring adult: child ratios are maintained this also applies to nursery outings and visits.

**SAFEGUARDING POLICY**

Planet Tinys primary objective is to safeguard all our children from any possible means of harm. All employees are hired after an in-depth interview by a manager with a verified DBS and 2 secure references. It is the duty of staff and the child protection officers to monitor the welfare of the children and to investigate any unexplainable marks. If suspicions arise, the local children’s board will be contacted to conduct their own investigation.

**SENCO**

Planet tiny provides an environment in which children are supported to reach their full potential. We have regard for the department of special educational needs code of practice. We make sure all children in our provision are provided with a welcoming and appropriate learning environment by; working in partnership with parents, ensuring equality of opportunity for all children, access to curriculum, resources for SEN, training and development for staff and assisting children and parents with a smooth transition.

***For more detail regarding the above, please refer to Planet Tinys Policies and Procedure Handbook.***