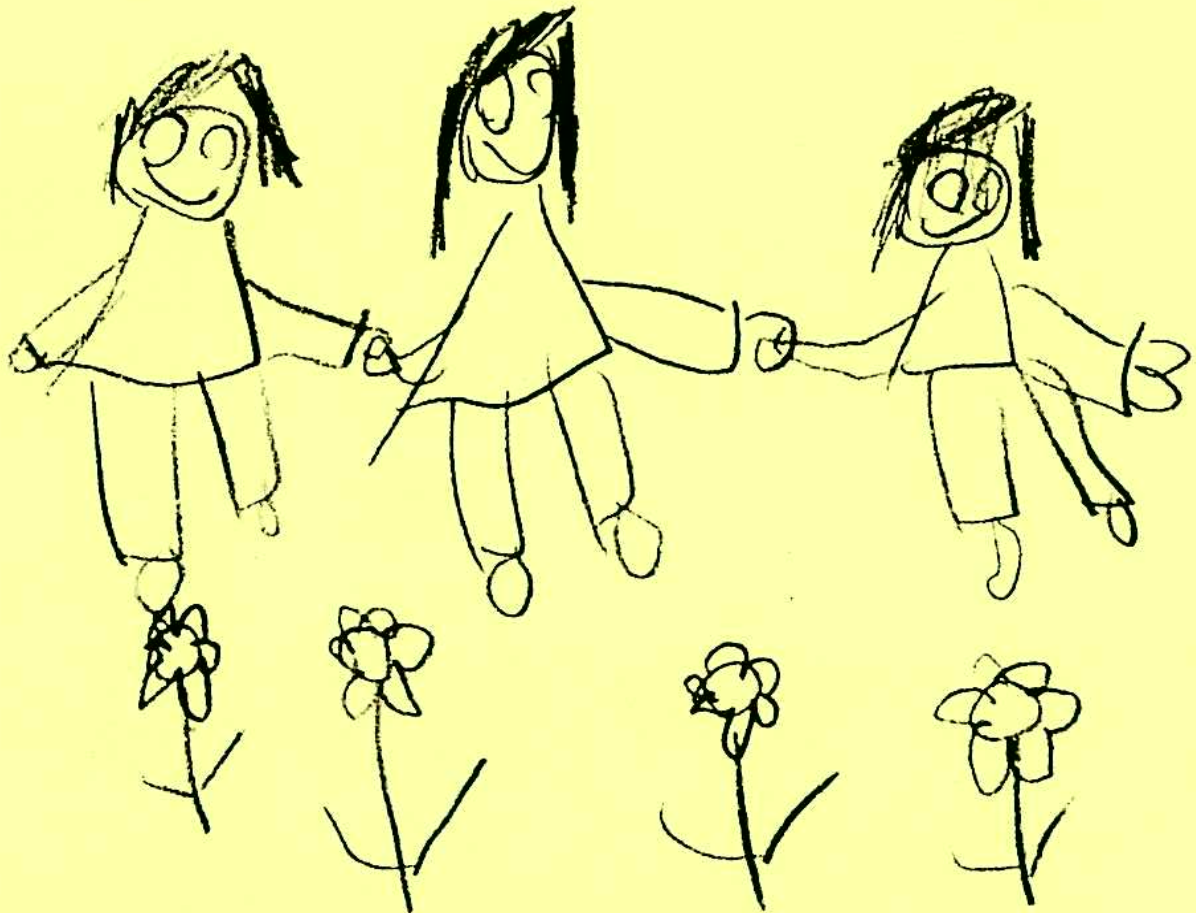


# ASHRIDGE NURSERY

*Established 1980  
Registered Charity No. 279999*



*Ashridge Nursery, Keephatch Primary School  
Ashridge Road, Wokingham, Berkshire RG40 1PG  
Telephone: 0118 977 5878  
[www.ashridgenursery.co.uk](http://www.ashridgenursery.co.uk)*

## Prospectus

Ashridge Nursery Parents Association  
Ashridge Road  
Wokingham  
Berkshire  
RG40 1PG

Telephone (0118) 977 5878

Registered Charity 279999

### Introduction & Welcome

The Staff and Management Committee wish to extend a warm welcome to all parents and carers considering placing their children at Ashridge Nursery.

This Prospectus is intended to inform all interested parties about our history, objectives and policies as well as how the Nursery is managed.

Whereas at a detailed level the Prospectus must change from time to time, the principle of advancing nursery education for children from the age of three until they reach school age is now, and will in the future remain, paramount.

The parents of the children attending the Nursery control this Association. As a result we are confident the Nursery will continue to provide high quality services benefiting the children in our care. We offer all children a carefully structured programme of activities that will promote learning through play in each of the areas of the Foundation Stage Curriculum in a safe, supportive and stimulating environment.

We hope you will find the Prospectus both interesting and informative. If you would like to find out more about Ashridge Nursery or 'see us in action' you would be most welcome to visit us during any session. Please telephone to arrange when you would like to come.

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## About Ashridge Nursery

Following much hard work by a dedicated group of parents and others interested in the provision of high quality pre-school education, Ashridge Nursery was established in the grounds of Keep Hatch Primary School in April 1980. Money was begged, borrowed and arduously raised until there was sufficient to purchase a building and equip it for the first children. The building was replaced in 1999 by a purpose built unit part-funded with a grant from the National Lottery Charities Board.

Ashridge Nursery is a non-profit making registered charity, administered through a Management Committee. The Committee consists of parents and others who are interested in the future of the Nursery and the continued provision of pre-school education in the area.

All parents and carers of children attending Ashridge Nursery are automatically members of the Parents Association, from which Members of the Management Committee are elected at an Annual General Meeting held around Easter time. Parents interested in joining the Management Committee during the year should contact an existing member (see Appendix 2). A list allowing nominations to the Committee is opened about 3 weeks prior to the Annual Meeting and is displayed on the Nursery notice board.

The Trustees, who are elected by the Committee, are normally people who have been involved in the running of the Nursery and who have an ongoing interest in it. Their major role is to safeguard the interests of the children, both current and future, and to look at the long term needs of the Nursery.

The Nursery is independent of the school. Income is derived from termly fees and fund-raising by which means the Nursery is financially self-supporting. The Nursery accepts the Nursery Grant for children as issued by Wokingham Education Authority in payment of Nursery Fees. The L.E.A issues this grant in the term after the child attains the age of three years. If this grant is not claimed the fees due to the Nursery will be the same value as the grant. The fees/grant cover the day to day running costs incurred by the nursery, but it is through the fund raising efforts of parents past and present that Ashridge Nursery can continue to offer the best opportunities for your children. Fund raising is necessary for amongst other things, the purchase and repair of equipment and subsidising extra activities for the children such as cooking, parties etc. The redevelopment of the garden in 2004 and the installation of new equipment is a direct result of the fund raising efforts of past parents.

Staff are employed by the Committee. A maximum of 30 children attend each session and there is a maximum child to staff ratio of 6:1.

The Association complies with local Area Child Protection Committee (ACPC) procedures.

The Association complies with government guidance for equal opportunities.

## Grounds and Building

The Nursery grounds are fully enclosed within the grounds of Keephatch Primary School. Entrance is gained via a wooden gate.

There is a large tarmac area, for riding bicycles and sit and ride cars and toys. This is also ideal for the use of balls, hoops, beanbags etc. Plant troughs, which the children tend, are also located in this area.

In addition, and after much planning and fund-raising the other playground, which has a combination of a grassed area, safety surface and tarmac, has a covered sand pit and a large structure which is used for developing physical, imaginative and creative play.

Entrance to the Nursery is gained by either steps or a ramp, making the building accessible for wheelchairs. Access to the Nursery is by a door-entry system, providing a secure environment for the children.

The building, which was constructed in August 1999 is a high specification, prefabricated building. There are two large rooms, separated by a partition. One is used for 'messy' play such as water, sand and creative activities. The children's toilets and the kitchen adjoin this area. The other room is carpeted and is used for imaginative, constructive and table top activities. Both areas provide many opportunities for language and mathematical development and investigative play. There is also a small 'quiet' room, which is well resourced with both story and factual books. A listening centre provides the opportunity for taped songs, stories and games. A computer and printer for the children's use are also available in this room.

## Nursery Sessions

The nursery is open for approximately 39 weeks each year. See Appendix 3 for actual term dates. The nursery session times are as follows:

Monday	9.00 - 11.30 a.m.	1.00 - 3.30 p.m.
Tuesday	9.00 - 11.30 a.m.	1.00 - 3.30 p.m.
Wednesday	9.00 - 11.30 a.m.	1.00 - 3.30 p.m.
Thursday	9.00 - 11.30 a.m.	1.00 - 3.30 p.m.
Friday	9.00 - 11.30 a.m.	1.00 - 3.30 p.m.



## The Aims of Ashridge Nursery

The Constitutional objective of the Association is to "provide and advance nursery education under professional supervision in the locality of Wokingham for children from the age of three until they reach school age".

Our aims are to provide:

- A welcoming, happy and safe environment where the children have fun.
- Access to a wide variety of exciting and challenging toys and resources.
- A quality pre-school education with the emphasis on learning through play.

Well-planned play is a key way in which children learn with enjoyment. At Ashridge Nursery, through play, every child will learn to:

- Become self-confident and have a good self-image.
- Be caring towards other people.
- Express his or her feelings.
- Understand right from wrong.
- Respect the environment.
- Talk and listen to others.
- Build up new concepts and skills.
- Explore, practice and make sense of their world.
- Be confident to take risks and make mistakes.
- Investigate experiment and solve problems.
- Be creative and use their imagination.

## Foundation Stage Curriculum

The Foundation Stage is the first stage of the National Curriculum focusing on the distinct needs of children aged three until the end of their reception year in primary school. The Foundation Stage Curriculum is organised into six areas of learning, which help us to plan activities and experiences that provide a framework for children's learning. The six areas of learning are:

- Personal, Social and Emotional Development.
- Communication, Language and Literacy.
- Mathematical Development.
- Knowledge and Understanding of the World.
- Physical Development.
- Creative Development.

However children's learning cannot be compartmentalised and one exciting activity will provide opportunities for learning to take place across a number of these curriculum areas.

## The Six Areas Of Learning

### **Personal, Social and Emotional Development.**

Successful personal, social and emotional development is essential for all young children in order for them to achieve in all aspects of their lives. Work in this area focuses on helping children to become independent and to be able to work, play and co-operate with others.

### **Communication, Language and Literacy.**

Children are encouraged to speak and listen effectively in many situations and are given opportunities to express their ideas, thoughts and feelings. They are introduced to a wide range of stories, rhymes and information books. Work in this area lays the foundations for reading and writing.

### **Mathematical Development.**

This focuses on practical activities that help to develop understanding of number, measurement, pattern, shape and space. We aim to develop the children's confidence so that their mathematical skills are used in everyday situations.

### **Knowledge and Understanding of the World.**

In this area, children develop the skills they need to help them to understand the world in which they live. They learn to be curious, ask questions, experiment and solve problems. Work in this area lays the foundations for later learning in history, geography, science, design and technology and information and communication technology.

### **Physical Development.**

Children develop rapidly in their early years. They need to be active in order to develop the fundamental skills associated with moving with confidence and control in order to handle tools and equipment effectively. We aim to develop positive attitudes towards a healthy and active way of life.

### **Creative Development.**

Creativity brings excitement and independence to learning. Work in this area aims to develop children's imaginations, encouraging expression of ideas through art, music, dance, role-play and imaginative play.

These six areas of learning are linked, through stepping-stones to the Early Learning Goals, which establish expectations for most children to attain by the end of their time in a reception class. Some children will exceed these goals, while others, especially those with Special Educational Needs (S.E.N.), English as an additional language (E.A.L.), or even the younger children will be working appropriately towards these goals.

At Ashridge Nursery we find that an effective way of covering the curriculum each term is through topic based activities. Each topic is carefully chosen to match the age, maturity and different capabilities of the children whilst aiming to provide fun, excitement and the opportunity for learning. Parents are provided with a planning overview of the topic at the beginning of each term along with an Activities at Home sheet that has suggestions for activities you can do with your children to support their learning.

Recent examples of topics we have covered include Nursery Rhymes, Homes and Gardens and Minibeasts.

Throughout the year we also link activities with special days such as Christmas, Pancake Day, Mothering Sunday and Easter. Each term we celebrate a festival from another country or culture, giving the children the opportunity to learn about other people's lives through a variety of ways such as listening to music and food tasting.



## A Day In the Life of Ashridge Nursery

The daily routine is carefully designed to develop a secure foundation for the children.

### Morning session

### Afternoon session

9.00 - 9.15	<b>Registration</b>	1.00 - 1.15
<p>The children are welcomed at the door and then sit on the carpet for registration. The weather, day and date are discussed at this time and the children are introduced to the day's activities. Any special news may also be discussed.</p>		
9.15 - 9.45	<b>Free Play</b>	1.15 - 1.45
<p>The children are free to choose from any of the planned activities on offer. They also have the opportunity to impart 'home news' to friends and staff.</p>		
9.45 - 10.05	<b>Circle/Quiet Time/Milk Time</b>	1.45 - 2.05
<p>During circle/quiet time, the children are split into small age related groups, where according to their age, they will work on an activity aimed at extending their skills in one of the six areas of learning. After this, each child is offered a drink (either milk or water) that they take turns in serving to the rest of their group.</p>		
10.05-10.55	<b>Indoor and Outdoor Play</b>	2.05 - 2.55
<p>Once again the children are free to choose from any of the activities on offer from earlier in the session along with outdoor play. Outdoor play also reflects the six areas of learning and so will also have different activities on offer each day. During this time the staff will be working with the children in order to stimulate their thinking, develop their language and mathematical skills and encourage problem solving. Towards the end of this session all children are encouraged to help with the tidying up.</p>		
10.55 - 11.20	<b>Music/Story Time</b>	2.55 - 3.20
<p>During this time the children will have the opportunity either to experience a range of musical, dance or drama activities or participate in a group story time.</p>		
11.20 - 11.30		3.20 - 3.25

The children are encouraged to put on their own coats before going home.

Activities for the free play sessions are chosen from the wide range of resources that we have available.

These include:

Sand and Water  
Imaginative Play  
Art and Craft  
Puzzles

Construction Toys  
Science and Technology  
Maths Activities  
Books

Small World Toys  
Pencil Activities  
Outdoor Play  
Games

The most important aspect of your child's years at Ashridge Nursery is that they should be happy and secure within the nursery environment.



## Keyworker, Observation Records and The Foundation Stage Profile

Whilst at Ashridge Nursery every child has access to and support from all staff members, we do operate a keyworker system, which gives each member of staff particular responsibility for just a few children. We have found that for some children, having one special adult to relate to makes settling into nursery much easier and in addition the keyworker, through observations, will monitor and record your child's progress which will enable her/him to reach her/his full potential. You are also encouraged to contribute information on your child's capabilities and needs. Each term we offer parents the opportunity to have an interview with their child's keyworker, but if at any time you have any concerns about your child we would be only too happy to discuss these with you.

Parents will understand that each child is individual and particularly in the early years it is normal for development to be irregular. Child observations are undertaken by all the staff, which will celebrate your child's progress and ensure that the curriculum meets the needs of every child. These observations are then transferred to your child's personal observation and assessment book. Parents are also encouraged to contribute information towards their child's records, which they are able to access at any time. Observations are a record of your child's progress from the start of the Foundation Stage at age three to the end of their reception year at Infant school. These observations support the information required for the Foundation Stage Profile, a statutory assessment record that was introduced by the DFES in 2003, which must be kept during the last year of the Foundation Stage.

Further details and information regarding the observations and assessment records we use and the Foundation Stage Profile will be discussed once your child starts at the nursery.

### Links with Local Schools

Close links are maintained in particular with Keephatch Primary School where the Nursery children regularly attend school assemblies. In addition, staff meet termly with other staff from all the local schools in the area at cluster group meetings organised by Wokingham's Local Education Authority. The close relationship with these schools greatly assists in preparing the children for moving on to infant/primary schooling.

### Ofsted Inspections

Inspectors from Ofsted will inspect the Nursery on average once every 3 years. Copies of the resulting report and the Staff/Management committee's action plan to address recommendations in the report will be made available to parents.

The Management Committee welcomes these inspections as opportunities to demonstrate from independent sources the quality services which the Nursery provides while giving the staff access to education professionals with experience of similar establishments and best accepted practice. The Management Committee will consider fully and promptly all recommendations for action arising from inspectors reports.

The Office for Standards in Education (Ofsted) can be contacted at the following address:

Ofsted Early Years IST Dept  
Southern Regional Centre  
Freshford House  
Redcliffe Way  
BRISTOL BS1 6NL  
Telephone: 0845 601 4771



## The part Parents and Carers can play

At Ashridge Nursery we recognise that you as parents are the first and most important educators of your child. We aim to support this special role that you have in your child's development and welcome your support in the following ways:

- To join us for a session to see what we do.
- To work with a group of children (e.g. playing a game or reading a story.)

We have a diary on the entrance hall notice board that we would ask you to sign if you would like to spend a session with us.

- To assist with fund-raising.

As the Nursery is self-financing it relies heavily on fund raising to provide the "extras", and whilst the organisation of events is shared between the Committee and the Staff, the support of parents is vital. Items such as the outdoor play equipment have been funded in this manner. If you feel you would like to make an additional voluntary contribution, we would be delighted. All we ask is that if you are a tax payer that you complete one of our "gift aid" forms as we can then claim back 28p for each £1 you donate.

An elected committee runs Ashridge nursery, so for those of you who would like to take an active part in the decision making for the nursery, there are always opportunities to suit your particular skills and interests.

Parents should also please assist in the following ways:

1. Clothes especially coats and boots should be marked with the children's name. Please dress the children in clothes that will withstand nursery activities and will enable the children to become independent and attend to their own needs. Please ensure that footwear is suitable for both indoor and outdoor play.
2. Collection of children by a parent or nominated adult is required promptly at the end of each session.
3. In the interests of safety, cars must not be brought on to the school site.
4. Towels are provided at the Nursery and are changed every session. Help in washing these and the aprons is always appreciated.
5. Gate - please ensure that you always shut and bolt the gate.
6. Smoking is prohibited on the Keephatch site.
7. Illness - Ashridge Nursery is a busy, noisy and exciting place to be but if your child is unwell they will not benefit from being here. If your child is suffering from a heavy cold or cough that has kept them awake at night they are not well enough to be at nursery, a day at home will soon see them up and running again. If your child has had a temperature, diarrhoea and/or sickness they must be kept at home until at least 24 hours has elapsed since the last attack. Please inform the Lead Practitioner immediately you know your child is suffering from an infectious condition and keep them at home until they are fully recovered. It is expected children will be free of head lice when attending Nursery. If it becomes apparent this is not the case then parents will be requested to collect the child and undertake the appropriate treatment before the child is permitted to return to the Nursery.
8. Dogs must not be brought onto the Keephatch site.



## Policies and Procedures

Each year the Nursery reviews its policies and procedures at the AGM.

These policies and procedures were developed in line with the Pre-school Learning Alliance guidelines and cover the following areas.

- Admissions and allocation of places
- Anti-Bullying
- Behaviour Management
- Child Protection
- Complaints
- Confidentiality
- Equal Opportunities
- Health and Hygiene
- Parent Involvement
- Safety
- Selecting Toys and Equipment
- Settling in at Ashridge Nursery
- Special Educational Needs
- Staffing and Employment
- Student Placement

Copies of these are available for every parent and carer on request and are also displayed on the notice board in the entrance hall.

## Fees

As a registered charity, Ashridge Nursery is entirely funded by fees, including government funding and by fund raising. Fees are expected to cover the basic costs of running the nursery, including staff salaries and training, rent and insurance. Every effort is made to keep fees competitive.

Fees are determined by the Management Committee normally on an annual basis with the new rates usually being applied from the commencement of the summer term. The current charges are included on the enclosed Registration Form but parents should kindly note that fees may change subsequent to registration.

Under the government's Early Years Programme, all three year olds will be funded for their pre-school education for up to five 2½-hour sessions per week in the term after their third birthday. (Your child does not have to attend for five sessions per week if you choose fewer sessions; the grant is claimed pro rata). This grant funds your children for 38 weeks of nursery education per academic year to match, as closely as possible, the local school terms.

For three year olds, not yet eligible for the L.E.A. grant, fees are payable termly, half termly or monthly in advance. You will receive an invoice at the beginning of the term. Fees should be placed in a sealed envelope clearly marked with the child's name and placed in the box provided in the children's cloakroom.

We regret it will not be possible to refund fees for absences of any kind. To cancel a place 6 weeks written notice is required or alternatively 6 weeks fees in advance.

In addition to the government funding the Nursery requests a voluntary donation per term towards all the 'extras' provided by the setting, currently £10 per term. This can be gift aided giving a further 28p in the £1, i.e. £10 is £12.28 for the Nursery.

From time to time some parents find it difficult to pay fees on time. Should you find yourself in such difficulties the Committee would encourage you to contact the Treasurer (see Appendix 2) as soon as possible to talk over the problem in absolute confidence with a view to securing your child's place at the Nursery.

## Registration

A form to register your child to attend Ashridge Nursery is attached to the Prospectus.

A non-refundable administration fee of £20 is charged, however, an Ashridge tee shirt will be provided free of charge when your child starts at the Nursery.

You will be notified as soon as possible when a place becomes available for your child. As far as practical our Registrations Officer will endeavour to comply with parental preferences for particular Nursery sessions. However, parents will understand it is not always possible to meet all preferences in full.



## Appendix 1

Staff	Qualifications	Joined Ashridge
<b>Lead Practitioner</b> Mrs. Helen Lipski	Diploma in Childcare & Education P.L.A. Learning Through Play Special Educational Needs Coordinator 10 years experience Trained in Macaton signing Pre-Med Health Care Paediatric First Aid Certificate	1996
<b>Senior Nursery Practitioner</b> Mrs Elizabeth Davies	P.L.A. Foundation Course 19 years experience P.L.A. Skills update Course. (Tailored to Ashridge requirements) Pre-Med Health Care Paediatric First Aid Certificate	1987
<b>Deputy Lead Practitioner</b> Mrs Louise Pearson	B.Ed., P.L.A. Learning through Play 11 years experience Pre-Med Health Care Paediatric First Aid Certificate	1997
<b>Nursery Practitioners</b> Mrs Susan Haider	N.N.E.B. B.A. in Education (birth - 5 years) including Special Educational Needs 33 years experience. Equal Opportunities Coordinator Pre-Med Health Care Paediatric First Aid Certificate	1999
Mrs Stephanie Clark	N.N.E.B. 20 years experience (7 year career break) Pre-Med Health Care Paediatric First Aid Certificate	1999
Mrs Sue Clubley	N.N.E.B. 10 years experience Pre-Med Health Care Paediatric First Aid Certificate	2005
Mrs Nicola Wells	D.P.P. (on going) Introduction to Foundation Stage Curriculum 2 years experience Pre-Med Health Care Paediatric First Aid Certificate	2006
Mrs Jan May	D.P.P. Pre-Med Health Care Paediatric First Aid Certificate 8 years experience	2006
<b>Administrations Officer</b> Mrs Fiona Wallace	3 years Registrations Officer 5 years Committee Member 15 years in Business Management	2005

## Appendix 1 contd

Staff	Qualifications	Joined Ashridge
<b>Cleaners</b>		
Mr and Mrs C Robinson		2003
<b>Maintenance</b>		
Mr D Workman		2003

N.B. Years of experience are measured to October 2005. Ashridge Nursery has a commitment to on going staff training and all staff attend at least four days of Foundation Stage Training every year as required by the L.E.A. Nursery staff have knowledge and training of the Early Learning Goals as set out by the Q.C.A & DfEE. Details of further staff training and courses attended are available from Nursery files.



## Appendix 2

### The Management Committee 2006 - 2007

Chair:	Kim Upex
Vice Chair:	Tracey Robey
Secretary:	Julie Frewin
Treasurer:	Carole Brown
Publicity Officer:	Tracey Boseley
Fund Raising:	Alison Smith
Fund Raising:	Sarah Hennell
Web-site Co-ordinator:	John Hepwood
Committee:	Helen Alderman Els Cooper Theresa Hickman Delores Kelly Cathy McEvoy Janette Nazer Kate Spooner Debbie Tobin-Desson

Contact details for the Management Committee available from the Nursery.

Trustees:	Mr John Wallis Mr Mike Owen Mr Jan Lipski
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## Appendix 3

### TERM DATES

#### Autumn Term 2006

Commences	Thursday 7 <sup>th</sup> September 2006
Half term	23 <sup>rd</sup> - 27 <sup>th</sup> October inclusive
Nursery recommences	Monday 30 <sup>th</sup> October
Last Day of Term	Wednesday 20 <sup>th</sup> December

#### Spring Term 2007

Commences	Friday 5 <sup>th</sup> January 2007
Half Term	12 <sup>th</sup> - 16 <sup>th</sup> February inclusive
Nursery recommences	Monday 19 <sup>th</sup> February
Last Day of Term	Friday 30 <sup>th</sup> March

#### Summer Term 2007

Commences	Tuesday 17 <sup>th</sup> April
Nursery Closed	Monday 7 <sup>th</sup> May (May Day Bank Holiday)
Half Term	28 <sup>th</sup> May - 1 <sup>st</sup> June inclusive
Nursery recommences	Monday 4 <sup>th</sup> June
Last Day of Term	Friday 20 <sup>th</sup> July



## Registration Form

NAME OF PARENTS .....

ADDRESS.....

.....POST CODE .....

TEL NO .....

NAME OF CHILD .....

DATE OF BIRTH .....

VACANCY REQUIRED FOR .....

(N.B. Normal school term dates apply)

PREVIOUS ATTENDANCE OR REGISTRATION WITH OTHER NURSERIES OR  
PLAY GROUPS (Please give Dates)

.....

INFANT SCHOOL CHILD WILL ATTEND.....

SPECIAL CONSIDERATIONS (Childminder, brothers or sisters at the Nursery, etc.)

.....

Signed..... (Parent / Carer)

Please return completed form to:      The Administrations Officer  
Ashridge Nursery  
Ashridge Road  
Wokingham  
Berkshire RG40 1PG

Together with a £20 administration fee. This includes a free Ashridge Tee shirt when your child commences at the Nursery.

No registration can be accepted without the accompanying administration fee.

N.B.

1. Parents should be aware that national guidelines recommend that it is not in a child's best interest to attend more than one nursery or playgroup.
2. Fees as at the Summer Term 2006 are £8.50 per session, unless eligible for LEA funding.
3. Places are allocated in accordance with our Admissions & Allocation of Places Policy.

# ASHRIDGE NURSERY

## Admissions and Allocation of Places Policy

### Statement of our intent

It is our intention to make Ashridge Nursery genuinely accessible to children and families from all sections of the community.

### Aim

We aim to ensure that all sections of our community have access to the Nursery through open, fair and clearly communicated procedures. That the same standards of practice are offered throughout the day regardless of whether it's a morning or afternoon session being attended.

### Method

In order to achieve this aim we offer the following admissions and allocation policy.

- We ensure that the existence of the Nursery is widely advertised in places accessible to all sections of the community.
- We enable children to be registered with Ashridge Nursery from the date of their second birthday.
- We arrange our waiting list in birth order and aim to offer sessions according to the preferences of the individual, in terms of, all mornings, all afternoons or a combination of both. In addition our policy may take into account the following:
  - length of time on the waiting list;
  - the need to offer up to 5 sessions a week to new starters, whilst supporting the parents choice to start with fewer, mostly 2 or 3 for 3 year olds, and then building up over time;
  - when unable to accommodate preferences for days and/ or sessions, an alternative will be offered until a space becomes available; and
  - the need to initially offer all 3 year olds a maximum of 3 morning sessions per week. This does not affect the right of grant holders to have up to 5 sessions per week if required, as the balance will be available in afternoon sessions.
- We ensure that existing children are given priority in altering days and/or sessions for which they attend in date of birth order, oldest first. All requests must be received by the date issued by the Registrations Officer for each term.
- Although we know that national guidelines state that it is not in the best interests of the child to attend more than one setting, if we are not able to offer a child 5 sessions we will give the parents the option of attending another setting as well.
- We describe our Nursery and practices in terms of how it enables children with a wide range of special needs to take part in the life of the Nursery.
- We make our equal opportunities policy widely known.

**This policy was amended and adopted at a meeting of Ashridge Nursery held on 30<sup>th</sup> June 2004**

Signed on behalf of Ashridge Nursery





