

Policies

Our policy statements are enclosed with the prospectus.

All our policies are designed to offer the best possible experience in the children and families in the group. Our policies are reviewed on a regular basis and comments and suggestions from parents are always welcome.

Special educational needs.

We aim to provide equality of opportunity for all members of our group, and this includes children with special educational needs. The number of adults present in the Nursery enables us to provide individual attention for each child. Each child is able to progress at his/her own rate in all areas of development, and this is true for children with and without disabilities or learning difficulties. We are experienced in working in close liaison with professionals across the range of special needs, and we operate in accordance with the government's Code of Practice on special educational needs. If you would like to discuss the group's ability to meet your child's needs, please talk to the nursery leader or your child's keyperson. Our full special educational needs policy is enclosed with this prospectus.

Management and Administration

The group is owned and managed by **Karen Lucas**, though day to day running of the group is in the hands of experienced staff.

Fees

Fees are £15.00 payable per session, half-termly / termly in advance, we will ask for a £30 holding fee at the time of the visit should you wish to take up a place for the forthcoming term. Fees continue to be payable if a child is absent without notice or for a short time. In cases of prolonged absence, parents should consult the management about fee payment. Each child's attendance at the group is conditional upon continued payment of any necessary fees. If the fees are not paid by the due date, we will contact the parents and ask if they need any financial support or to determine why payment is late to avoid any ongoing debts. As a last resort outstanding fees will result in termination of your child's place at nursery.

Starting Nursery

The first days.

A child who is tense or unhappy will not be able to play or learn properly, so it is important for parents and nursery staff to work together to help the child to feel confident and secure in the group. This takes longer for some children than for others and parents should not feel worried if their child takes a while to settle. The Nursery's policy on settling is enclosed with this prospectus.

What to wear.

In order to feel free to explore and experiment with all kinds of materials, including messy ones, it is best to send children dressed in clothes, which are easily washable or not too new. Footwear should allow children to participate fully in all physical activities, i.e. trainers.

It is good for children to practice the skills, which will make them independent. Simple clothing which they can handle themselves will enable them to go to the toilet when they want to and to put on and take off their outdoor clothes without being too dependent on other people's help.

We hope that your child's time in Nursery will be a very happy and productive one. If you have any queries or if we can be of any help, please contact the staff at any time.