

Inclusion and Equal Opportunities

EDG Nursery is committed to inclusive practice and welcomes children and families from all backgrounds.

We aim to ensure that every child has fair access to nursery places regardless of:

- gender
- race or ethnicity
- disability
- religion or belief
- family structure

Where children have additional needs, we will work closely with families and relevant professionals to determine how best we can support the child within our setting.

Registration Information

Before a child starts nursery, parents must complete a **admissions form and parent agreement**, providing key information including:

- personal details
- emergency contacts
- parental responsibility information
- medical needs and allergies
- dietary requirements
- authorised collectors
- consent forms

This information ensures the nursery can safely support each child's care and wellbeing.

Settling-In Period

Starting nursery is an important transition for both children and families. At EDG Nursery we aim to make this experience as positive and supportive as possible.

Before a child's official start date, settling-in sessions will be arranged to help the child become familiar with the environment, staff and routines.

During this time:

- children gradually spend short periods in the nursery
- parents will be encouraged to share information about their child's routines, interests and comfort needs
- staff begin to build a relationship with the child and family

Each child will be supported by the team along with their assigned **Key Person**, who plays an important role in helping them feel safe, secure and settled.

The length and structure of the settling-in period will vary depending on the individual needs of the child.

Allocation of Rooms

This helps parents understand **how children move through the nursery**. EDG Nursery is based within a multi-floor setting where each floor is carefully designed to support children at different stages of development.

Room Allocation

Children are placed into rooms according to their **age, stage of development and available spaces within the nursery**. Our rooms are designed to support children at different stages of early development, ensuring that environments, routines and learning experiences are appropriate for their age group. At times, the whole floor may join to support the maintenance of ratios at the very beginning and end of the day or for special events.

At EDG Nursery our rooms are organised across three floors of the building:

Lily Floor – Ground Floor (Baby Rooms)

- **Lily 1** – for babies aged approximately **3 months to 12 months**
- **Lily 2** – for children aged approximately **12 months to 24 months**

These rooms provide a calm and nurturing environment where babies and young toddlers are supported through early development, sensory exploration and strong attachment relationships with their key person.

Oak Floor – First Floor (Toddler Rooms)

The Oak Floor supports children aged approximately **24 months to 36 months** and is organised into two areas to support children at different stages of toddler development:

- younger toddlers
- older toddlers

This structure helps children gradually build independence, confidence and social skills as they prepare for the preschool environment.

Preschool – Second Floor

Our preschool room supports children aged approximately **3 to 4 years**, focusing on developing independence, communication, problem-solving and school readiness through play-based learning and project-based learning experiences.

Transitions Between Rooms

Transitions between rooms are carefully planned to ensure children feel confident, secure and supported during this change. Parents will be informed in advance when a transition is approaching, and staff will work closely with families to support the move.

Children will be gradually introduced to their new environment through transition visits and opportunities to build relationships with their new educators and peers.

For children with SEND, emerging needs or additional needs, transitions will be individually planned and may be extended, adapted or completed more gradually according to the child's needs and readiness.

The **SEND Transition Checklist must be completed** before the transition is finalised to ensure that the receiving team understands the child's needs, agreed strategies, interventions, routines and any reasonable adjustments required.

Where appropriate, receiving staff should have opportunities to observe the child within their current, familiar environment before the move so they understand how the child communicates, engages and is successfully supported.

Information and agreed interventions must be shared between teams to ensure consistency and continuity of support throughout the transition.

For full procedures, staff must refer to the **EDG Transitions Policy and SEND Transition Checklist**.

Changes to Sessions/additional sessions

This prevents confusion when parents request **extra days or different hours**.

Changes to Sessions

Parents wishing to change their child's attendance pattern should submit a request to the nursery management team.

Changes to sessions are subject to:

- availability within the relevant room
- staff to child ratios
- nursery occupancy levels

While we will always aim to accommodate requests where possible, we cannot guarantee that all changes can be immediately accommodated.

Additional Sessions

Parents may request additional days or extended hours for their child where required.

Requests for additional sessions are **subject to availability**, staffing ratios and room capacity. To allow sufficient time for staffing arrangements and room planning, we ask that requests for additional sessions are made **at least one week in advance** where possible. **Please make this request to the management team via the management email: management@edgnursery.co.uk** and await confirmation before making alternative arrangements.

As staff rotas are organised weekly and finalised every **Thursday**, requests received after this time may not always be possible to accommodate.

While we will always aim to support families where we can, additional sessions cannot be guaranteed and will depend on the nursery's operational capacity at the time.

Related Documents

- Parent Agreement and Terms & Conditions
- Settling-In Policy
- Equality and Inclusion Policy
- SEND Policy

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All policies contained within this handbook have been created in line with current legislation and statutory guidance. EDG Nursery reviews all policies annually and updates them sooner where changes to legislation, statutory guidance, and recognised sector best practice.