



Contact Information:

Proprietor : Jean Catley

Deputy Manager & Designated Person
for Safeguarding : Steve Catley

Special Educational Needs Coordinator
(SENCO) : Charlotte Catley
(plume.senco@gmail.com)

Administrator : Shelley Rolfe

**Plume Avenue Nursery
United Reformed Church
18 Plume Avenue
Colchester
CO3 4PQ**

01206 579458 (session times only)

Ofsted URN - 404856

Early Years Funding URN - 515916



Plume Avenue Nursery



Prospectus 2018

Tel : 01206 579458

Website : www.plumeavenuenursery.co.uk

Email : plumeavenuenursery@gmail.com

Welcome to Plume Avenue Nursery

Plume Avenue Nursery was formed in 1971 as a playgroup and has always had its home within the United Reformed Church. In 1994, Jean Catley took over the running of the setting as a privately run establishment that is registered with Ofsted, providing full day care for 2 to 5 year olds.

Aim

Our aim at Plume Avenue Nursery is to provide a safe, happy and stimulating environment in which your child can feel safe and secure, develop to their full potential and most of all, have fun. It is our intention to make the nursery genuinely accessible to children and families from all sections of the local community.

In order to accomplish this we will:

- ensure the existence of the nursery is widely known within the local community,
- arrange the waiting list in order of date of birth,
- describe the nursery and its practices in terms which make it clear that it welcomes both fathers and mothers, other relations and carers, child-minders and people from all cultural, social, ethnic and religious groups, with and without disabilities,
- monitor the gender and ethnic background of children joining the group to ensure that no discrimination is taking place,
- make our equal opportunities policy known,
- have regard to the Code of Practice relating to children with special educational needs,
- welcome and provide appropriate learning opportunities for all,
- encourage consultation with parents / carers to ensure the group is meeting the changing needs of the local community and providing the best possible service.

Full details of all our policies, our latest Ofsted Report and lots of other information is available on our website

www.plumeavenuenursery.co.uk

or, if you do not have access to the internet,
all this information is available on request.

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**"PLEASE TAKE THE TIME TO READ OUR POLICIES"**

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Suggested items for a child starting at Plume Avenue Nursery

- Lunchbox - labelled on the outside
- Clothing - all labelled
 - A pair of indoor shoes; plimsolls etc,
 - not crocs or open-toed sandals
 - Wellington boots
 - Spare socks and underwear
 - A waterproof coat and gloves
 - A sun-hat during summer
 - A full change of clothes
- Nappies and wipes if appropriate
- Any prescribed medication - clearly labelled
- Own sun cream if required - clearly labelled

Nursery polo shirts and sweatshirts are available for purchase if you require. They are not compulsory but are a good option for your child's time with us. Please ask Steve or Shelley in the office.

UW - Understanding the world.

People and communities

- Children talk about past and present events in their own lives and in the lives of family members.
- They know that other children don't always enjoy the same things, and are sensitive to this.
- They know about similarities and differences between themselves and others, and among families, communities and traditions.

The world

- Children know about similarities and differences in relation to places, objects, materials and living things.
- They talk about features of their own immediate environment and how environments might vary from one another.
- They make observations of animals and plants and explain why some things occur, and talk about changes.

Technology

- Children recognise that a range of technology is used in places such as homes and schools.
- They select and use technology for particular purposes.

EAD - Expressive Arts & Design

Exploring and using media and materials

- Children sing songs, make music and dance, and experiment with ways of changing them.
- They safely use and explore a variety of materials, tools and techniques, experimenting with colour, design, texture, form and function.

Being imaginative

- Children use what they have learnt about media and materials in original ways, thinking about uses and purposes.
- They represent their own ideas, thoughts and feelings through design and technology, art music, dance, role play and stories.

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## Complaints

If you feel that you have any concerns or a complaint about something that may have happened within the group please contact Jean Catley or any member of staff immediately. It is far better to address an incident at once rather than let it continue or escalate.

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Session Times:

- Monday Morning 9.00am - 12.30pm
- Monday Morning (extended) 9.00am - 1.00pm
- Tuesday - Friday 9.00am - 3.30pm

From Tuesday to Friday there is a further choice of session times;

- morning ending at 12.30pm.
- afternoon commencing at 12.30pm.

Fees

Fees, from September, are calculated at a rate of £4.50 an hour.

9.00am	-	12.30pm	=	£15.75
9.00am	-	1.00pm	=	£18.00
12.30pm	-	3.30pm	=	£13.50
9.00am	-	3.30pm	=	£29.25

Payment of Fees

Fees are payable each half-term for the sessions booked, not the sessions attended. The invoice for fees will be issued in the in the first week of the half term.

Unfortunately, if fees are not paid by the due date without prior agreement, you may be subject to a 'late payment' charge and/or reduction or withdrawal of sessions until such time as outstanding fees have been cleared. We appreciate this may sound harsh but without prompt payment, nursery bills mount up and we also have obligations to pay our rent to the Church on time.

Please ensure you are fully aware of our "Payment of Fees" Policy

Early Education Grant (Government Funding)

Government funding is available for all three and four year olds. It currently provides up to 15 hours a week of free childcare, payable from the term following the child's third birthday. 30 hours funding per week may be available for three & four year olds and funding may also be available for two year olds depending on individual family circumstances. Please ask Shelley for more details. Payment is made direct to the nursery and we also handle all the paperwork.

At Plume Avenue Nursery we have use of four areas of the church halls, comprising the large hall and three side rooms. We also have full access to a large, secure garden area.

All members of the management team and all room leaders are qualified to at least Level 3 standard. In addition we aim that all our practitioners hold qualifications appropriate for their position within the group.

Adult / child ratios throughout the nursery are equal to, if not higher than the guidelines set by the Early Years Foundation Stage (EYFS).

Registration Procedures

As previously mentioned, our waiting list is organised in 'date of birth' order but your child can be placed on the list at any time, all we need is their name & date of birth, your name and a contact telephone number.

As spaces become available, we will contact each member of the waiting list in turn and allocate sessions accordingly. We do not wait until the beginning of the following term for children to start, if there are spaces available when your child is old enough they can start immediately.

Prior to starting, we would like you to come along with your child to pay us a visit or two, to get to know the surroundings and the people so that when the first day comes, the transition from home to nursery doesn't come as too much of a shock. (For parent and child !)

We also require the completion of a registration form that will include details of all those people we may need to contact if we are unable to contact you and an "All About Me" form to give us some information about your child prior to starting.

All information provided is only used by the nursery and confidentiality is paramount.

PD - Physical Development.

Moving and Handling

- Children show good control and co-ordination in large and small movements.
- They move confidently in a range of ways, safely negotiating space.
- They handle equipment and tools effectively, including pencils for writing.

Health and self-care

- Children know the importance for good health of physical exercise, and a healthy diet, and talk about ways to keep healthy and safe.
- They manage their own basic hygiene and personal needs successfully, including dressing and going to the toilet independently

L - Literacy

Reading

- Children read and understand simple sentences.
- They use phonic knowledge to decode regular words and read them aloud accurately.
- They also read some common words and read them aloud accurately.
- They also read some common irregular words.
- They demonstrate understanding when talking with others about what they have read.

Writing

- Children use their phonic knowledge to write words in ways which match their spoken sounds.
- They also write some irregular common words.
- They write simple sentences which can be read by themselves and others.
- Some words are spelt correctly and others are phonetically plausible.

M - Mathematics

Numbers

- Children count reliably with numbers from 1 to 20, place them in order and say which number is one more or one less than a given number.
- Using quantities and objects, they add and subtract two single-digit numbers and count on or back to find an answer.
- They solve problems, including doubling, halving and sharing.

Shape, space and measure

- Children use everyday language to talk about size, weight, capacity, position, distance, time and money to compare quantities and objects and to solve problems.
- They recognise, create and describe patterns.
- They explore characteristics of everyday objects and shapes and use mathematical language to describe them.

Curriculum

All children are treated with respect and have their individuality and potential recognised. Every child is given the opportunity to develop and progress at their own rate - with the full support and guidance of all the staff. Our curriculum enables every child to work towards the early learning goals specified in the new Early Years Foundation Stage allowing them to access the seven developmental areas.

PSED - Personal, social, emotional development.

Making relationships :

- Children play co-operatively, taking turns with others.
- They take account of one another's ideas about how to organise their activity.
- They show sensitivity to other's needs and feelings, and form positive relationships with adults and other children.

Self-confidence and self-awareness

- Children are confident to try new activities, and say why they like some activities more than others. They are confident to speak in a familiar group, will talk about their ideas, and will choose the resources they need for their chosen activities.
- They say when they do or don't need help.

Managing feelings and behaviour

- Children talk about how they and others show feelings, talk about their own and others' behaviour, and its consequences, and know that some behaviour is unacceptable.
- They work as part of a group or class, and understand and follow the rules.
- They adjust their behaviour to different situations, and take changes of routine in their stride.

CL - Communication & language.

Listening and attention

- Children listen attentively in a range of situations
- They listen to stories, accurately anticipating key events and respond to what they hear with relevant comments, questions or actions.
- They give their attention to what others say and respond appropriately, while engaged in another activity.

Understanding

- Children follow instructions involving several ideas or actions.
- They answer 'how' and 'why' questions about their experiences and in response to stories or events.

Speaking

- Children express themselves effectively, showing awareness of listeners' needs.
- They use past, present and future forms accurately when talking about events that have happened or are to happen in the future.
- They develop their own narratives and explanations by connecting ideas or events.

The Nursery Day

Session Registration.

Upon arrival, a member of the management team will record your child's name on the register. We ensure this is done for every session.

(This is essential for your child's safety and for insurance purposes.)

Key Person

Plume Avenue Nursery operates a system where each child is allocated a key-person. This gives both you and your child a familiar face and someone with whom you will be able to discuss your child's learning and ongoing development. The key-person will also work to maintain links with home by means of shared observation and record-keeping using the online learning journal system 'Tapestry'.

Breakfast / Snack Time

Any child who requires a snack can visit the designated area between 9.30 and 10.15am. We operate a 'free flow' snack system so within reason children are able to access refreshments when they choose during this time. We aim to offer a variety of fresh fruit, vegetables, breadsticks & crackers.

Following parental suggestion, we have reduced the length of snack time in order to prevent the children being 'full up' when lunch time comes around.

Lunch Time

All children attending nursery over the lunchtime period will wash their hands and have their packed lunches. Those going home at 12:30pm will then get ready to leave while those staying for the rest of the day will return to their play. Children arriving for the afternoon session go straight into the play rooms.

Please be aware of the contents of our "Food & Drink" policy.

Craft and Painting

Please remember that the children are here to play and need to be able to access all the activities. We do our utmost to keep the children as clean as possible and aprons are always provided but they do not cover completely and as children are able to freely access messy play both inside and out, we kindly suggest no new clothes for nursery !!

We will not take responsibility for damage caused to children's clothing during their play. We do also suggest that all children have a change of clothes at nursery.

**Nursery T-shirts & Sweatshirts are available for purchase ;
Sweatshirts : £6.00 T-shirts : £5.00
Both for £10.00**

Comforters (Dummies / Blankets etc)

While we appreciate some children may need a comforter of some kind to help them settle, they will only be used in accordance with Health & Safety guidelines and when deemed necessary. Please do not bring toys to nursery. We cannot be held responsible for loss or damage.

Illness

If your child has an infection we need you to keep them at home and notify us of the nature of the infection to enable us to alert other parents if necessary. In the case of sickness or diarrhoea children should not be brought into nursery until at least 48 hours have elapsed since the last attack and if any child has been prescribed antibiotics, we ask that the child is kept away from nursery for at least 24 hours.

Any cuts, either on adults or children will be covered with sticking plaster or other appropriate dressing unless we are advised to the contrary.

Insurance Cover

For your child's safety please remember that our insurance only covers the children from 9.00am to 3.30pm. Please do not send older siblings to collect from nursery (unless they are aged 16 or over). Only named adults are covered by insurance and inspection.

Care of your child

All the staff are committed to the protection, safety, happiness and well-being of ALL the children in their care.

Any accidents/incidents that may occur during a play session will be recorded on your child's record. Parents/carers will be advised upon collection and if there is any first aid administered, will be asked to countersign this record upon collection. In the event of any serious accident the parents/carers/emergency contact will be notified immediately.

Children who display unwarranted behaviour will be stopped for their own safety. It will first be explained to them what they have done wrong, in language that they can understand. If necessary, their play will be redirected, with adult supervision to calm the situation.

We support each child in developing their self-esteem, confidence and sense of belonging. Positive behaviour is rewarded by a combination of verbal praise and positive body language directed specifically to the individual child. Parents/carers will be informed if there have been any problems during the session.

Any child who becomes upset or distressed will first be comforted by a practitioner. If, after a short while they have not calmed down, then parents / carers will be contacted. They will usually be asked to stay for a while rather than leave immediately with their child.

Concerns of a child protection/safeguarding nature will be reported to the relevant Social Services Department in accordance with the Children Act 1989.

Social Networking & Use of the Internet

The nursery has a website www.plumeavenuenursery.co.uk containing the latest information regarding the nursery, its policies and procedures.

Our registration procedure requests the consent of parents/carers for the use of photographs for the children's individual development records but no photos of the children are ever displayed on the nursery website.