



Plume Avenue Nursery  
United Reformed Church  
Plume Avenue  
Colchester  
Essex  
CO3 4PQ

Ofsted URN - 404856  
Early Years Funding URN - 515916



Welcome to  
**Plume Avenue**



**Nursery**

Prospectus 2014

Tel : 01206 514761

Website : [www.plumeavenuenursery.co.uk](http://www.plumeavenuenursery.co.uk)

## 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 now registered with Ofsted as a nursery, 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 all 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 Reports and lots of other information is available on our website

*[www.plumeavenuenursery.co.uk](http://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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### Contact Information:

Proprietor : Jean Catley  
01206 514761 (session times only)

Deputy Manager, SENCO & Designated Person : Steve Catley

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

Website address : [www.plumeavenuenursery.co.uk](http://www.plumeavenuenursery.co.uk)

Email address : [info@plumeavenuenursery.co.uk](mailto:info@plumeavenuenursery.co.uk)

### Session Times:

- Monday Morning 9.00am - 12.30pm
- 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 are calculated at a rate of £4.00 an hour (as of September 2014)

9.00am	-	12.30pm	=	£14.00
12.30pm	-	3.30pm	=	£12.00
9.00am	-	3.30pm	=	£26.00

### 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 for January, April & September and in the final week of the previous half term for February/March, June/July & November/December

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 provides up to 15 hours a week of free childcare, payable from the term following the child's third birthday. Payment is made direct to the nursery and we also handle all the paperwork.

Funding may also be available for two year olds depending on individual family circumstances. This will require further registration at a Children's Centre and completion of an application form.

At Plume Avenue Nursery we have use of three separate areas of the church halls, comprising a crèche facility (2-3 year olds), a large hall for the three and four year olds and an area for the 'rising-5s'.

All our room leaders are qualified to level 3 standard or above. 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) Standards for Full Day Care.

During the day there are times when the groups have free play altogether, having the choice of inside play across the setting or outside play in our fully secure garden area.

### 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 that first day comes, the transition from home to nursery doesn't come as too much of a shock. (For parent or child !)

**We will 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. All information is only used by the nursery and confidentiality is paramount.**

Please ask at nursery for further information.

## The Nursery Day

### Session Registration.

Upon arrival, there will be a practitioner in each area to record your child's name on the register. Please ensure this is done for every session. The children are also encouraged to find their own name to 'self register' on a board in each area. For afternoon sessions it is your responsibility to ensure the afternoon register is signed upon arrival.

*(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.

### Breakfast / Snack Time

Any child who requires a snack can visit the designated area. We operate a 'free flow' snack system so within reason children are able to access refreshments when they choose. We usually aim to offer breadsticks & crackers, fresh fruit, vegetables and a selection of healthy drinks.

Following parental suggestion, we have placed some restriction on when children are able to access snack during the morning in order to prevent them being 'full up' when lunch time comes around. There is also an opportunity for the children to have a small snack during the afternoon session, if they so wish.

### 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 will go straight into the play rooms.

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

### Care of your child

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

In the event of any serious accident the parents/carers/emergency contact will be notified immediately. Any accidents/incidents that may occur during a play session will be recorded in your child's record. Parents/carers will be asked to countersign this record upon collection.

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 member of staff. 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 nature will be reported to the relevant Social Services Dept. in accordance with the Children Act 1989.**

### Social Networking & Use of the Internet

The nursery has a website [www.plumeavenuenursery.co.uk](http://www.plumeavenuenursery.co.uk). We do not post any pictures of children on our website. Our registration form requests the consent of parents/carers for the use of photographs for the children's individual development records. We would also direct all parents/carers to our 'Social Networking' policy with regard to the posting of photos and/or other confidential information.

## 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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## Illness

If any 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.

## Craft and Painting

Please remember that the children are here to play and need to enjoy 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 in the outside area we kindly suggest no new clothes for nursery !! We will not take responsibility for damage caused to children's clothing during their play.

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

## Coats and Clothing

Please ensure all clothing; including coats, wellies, gloves, hats & scarves are all clearly labelled with your child's name - sometimes there may be several items that are alike and the children can get upset if they cannot find their own clothing when they need to put it on again.

## Own Toys

Please do not bring toys to nursery. We cannot be held responsible for loss or damage

## Comforters

While we appreciate some children may need a comforter to help them settle, they will only be used in accordance with Health & Safety guidelines, when deemed necessary.

## 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 children to collect from nursery. Only named adults are covered by insurance and inspection.

## 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 this incident at once rather than let it continue or escalate.

## 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.

## 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.