

Welcome
to

Plume Avenue



Plume Avenue Nursery
United Reformed Church
Plume Avenue
Colchester
Essex
CO3 3JH



Nursery

Prospectus 2009

Telephone : 01206 579458

Website : 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 as a nursery, providing full day care for 2½ to 5 year olds.

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### 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.

### Contact Information:

Proprietor : Jean Catley  
01206 579458 (session times)  
01206 578287 (emerg, only)

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

Deputy Manager : Steve Catley

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

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

### Other contact information :

Ofsted :  
Tel: 08456 404040  
Website: [www.ofsted.gov.uk](http://www.ofsted.gov.uk)

Pre-school Learning Alliance  
Tel: 020 7697 2500  
Website: [www.pre-school.org.uk](http://www.pre-school.org.uk)

Essex County Council :  
Tel: 08457 430 430  
Website: [www.essexcc.gov.uk](http://www.essexcc.gov.uk) and  
follow the 'Learning' Links.



### Session Times:

|                  |        |   |         |
|------------------|--------|---|---------|
| Monday           | 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 12.00pm or 12.30pm,
- afternoon commencing at 12.30pm.

### Fees

|         |   |         |        |
|---------|---|---------|--------|
| 9.00am  | - | 12.00pm | £7.00  |
| 9.00am  | - | 12.30pm | £8.00  |
| 12.30pm | - | 3.30pm  | £7.00  |
| 9.00am  | - | 3.30pm  | £20.00 |

### Payment of Fees

Fees are payable each half-term, in advance, for the sessions booked, not the sessions attended. The invoice for fees is usually issued in the final week of the preceding half-term, with payment required by the end of the second week.

(A weekly payment plan can be arranged as an alternative if required)

Unfortunately, if fees are not paid then you will not be offered a place the following half-term and your child's name will be returned to the waiting list. We appreciate this may sound harsh but without prompt payment, nursery bills mount up and we also have our obligations to pay on time.

Government funding for three and four year olds is available, for up to five 2½ hour sessions a week, payable from the term following the child's third birthday. Payment is made direct to the nursery and we also handle all the paperwork.

At Plume Avenue Nursery we have use of five separate areas of the church halls, comprising a crèche facility (2½-3 year olds), two areas for the three year olds and two areas 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 Ofsted's National Standards for Full Day Care.

Plume Avenue Nursery is registered for a maximum of 50 children per session. 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, the waiting list is organised in 'date of birth' order but, your child can be placed on our waiting list at any time, all we need is their name, date of birth, your name and a contact telephone number.

We will then see where your child appears on our waiting list. As spaces become available, we will contact each member of the waiting list in turn and allocate sessions accordingly.

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 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, together with other personal information as required. All this information is only used by the setting and confidentiality is paramount.

### 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

Any child who requires an early snack can visit the breakfast area, for cereals/toast/breadsticks and drinks.

#### Snack Time

Although refreshments are always available if required, the nursery has a structured 'sit-down' snack time at 10.30am. A choice of drinks are offered together with a selection of fresh fruits, vegetables, raisins and biscuits. At this time it is usual to offer a prayer of 'thanks' - please state if you would prefer otherwise.

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.

#### Events

In addition to the daily routines, we try to organize some different events for the children during the year;

- We have taken part in the Big Toddle on behalf of Barnardos, with the children taking part in a sponsored walk,
- The children took part in a 'Sponsored Wheels' event—riding bikes, trikes and scooters to raise money for the nursery.
- We have a regular 'photo day' with Eden Photography who come to take photos of the children - last year in Victorian outfits.
- Pet shop visits where the children get the opportunity to look at, touch and hold some different animals. Last time we had a snake, rabbit, guinea pigs, rats and a bearded lizard !!
- The children regularly take part in our end of term 'extravaganza', the Christmas & Summer Plays.
- Some of the older children will sometimes to take a trip to the park, shop or library.

#### 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.

### 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 either. Only named adults are covered by insurance and inspection.

### 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 we ask that children are not brought into the 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.

### 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 or emergency contact will be notified immediately. Any accidents/incidents that may occur during a play session will be recorded in the accident book. Parents/carers will be asked to countersign the book.

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.

Parents/carers will be informed if there have been any problems during the session.

### Lunch Time

Those children staying over the lunchtime period will wash their hands and have their packed lunches. The nursery conducts two sessions for lunch; the early session is for all those children already in nursery while the second session is for all those coming in for the afternoon.

### Craft and Painting

Please remember that the children are here to play and need to enjoy all the activities. Aprons are of course provided but they will not always cover completely - so - please, no brand new clothes for nursery !!

Nursery T-shirts & Sweatshirts are available for purchase ;

Sweatshirts : £6.00

T-shirts : £4.00

### 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 ensure any toys brought to nursery are also clearly labelled. If you are concerned that a toy may be damaged or lost, please don't send it to nursery as we cannot be held responsible.

### Comforters

While we appreciate some children may need a comforter (blanket, toy, dummy etc) to help them settle, practitioners will endeavour to pacify without using them wherever possible, although if necessary they will be used in accordance with Health & Safety guidelines.

## Curriculum

All children attending Plume Avenue Nursery 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 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 each of the six developmental areas.

### PSED -

Personal, social, emotional, moral and spiritual development.

Children develop independence and confidence as they play, either alone or in small / large groups, with appropriate adult support. They also learn to co-operate, take turns and share as part of a larger group, treating all people and other living things with care and respect and to be aware of their own and other people's culture and beliefs.

### CLL -

Communication, language and literacy.

Within this area, the children will be encouraged to develop their listening and conversational skills; increase their vocabulary; use, enjoy and understand the importance of books. The children will be encouraged to develop their writing skills through various 'writing' activities.

### MD -

Mathematical Development.

Their early number skills and mathematical vocabulary will be introduced and developed through many areas of their play. With adult support, a broad range of activities will allow for the concept of number, size, shape, matching, sorting and problem solving to be learnt.

### KUW -

Knowledge and understanding of the world.

Children are encouraged to talk about where they live, their environment, their families, past and present events in their own lives. They explore and examine living and manufactured things, looking at similarities and differences, patterns and change. They begin to learn about why things happen and how things work. They use various materials and equipment to practice skills such as cutting, folding and building and will be given the opportunity to learn basic ICT skills.

### PD -

Physical Development.

Carefully chosen equipment gives children the opportunity not only to develop physical skill and spatial awareness, but also to use small tools, such as, pencils, pens, brushes and scissors with increasing control.

### CD -

Creative Development.

Children are encouraged to explore sound, colour, texture, shape, form and space in a variety of ways and with a wide range of materials.

