



PROSPECTUS

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Meeting at Tilbury Hall, Potters Bar United Reformed Church,
Darkes Lane, Potters Bar, Hertfordshire EN6 1BZ.



A CHILD

*If a child lives with criticism
he learns to condemn*

*If a child lives with hostility
he learns to fight*

*If a child lives with ridicule
he learns to be shy*

*But if a child lives with encouragement
he learns to be confident*

*If a child lives with praise
he learns to be patient*

*If a child lives with fairness
he learns justice*

*If a child lives with security
he learns to have faith*

*If a child lives with acceptance and friendship
he learns to find love in the world*

Dorothy Law Note

Welcome.

Thank you for your interest in our nursery.

As all pre-schools are required to address the welfare and developmental matters of the EYFS [Early Years Foundation Stage] why should you choose 'Tilbury Nursery'? Well-----

- We are one of the few nurseries in Potters Bar with a large, pretty, grassed garden which children have access to daily. Children benefit from plenty of fresh air, physical exercise and outside learning.
- There is a happy community spirit at our long established nursery [it has been running for almost 50 years] and our success is measured by generations of families returning.
- We have a large, safe car park for stress-free drop-offs and the nursery is close to local amenities.
- Our Manager is an experienced, qualified teacher [Cert. Ed].
- Our Deputy who is also a key person has the NVQ3 qualification.
- Our additional key persons have the NNEB qualification.
- All the staff have worked at the nursery for a number of years.
- Our nursery has the Herts Quality standard accreditation and OFSTED have consistently rated the nursery 'good ' and we are always striving to improve on this.
- Children can stay at our nursery until they go to school. We have a higher staff to child ratio than school nurseries. 2 yr olds 1:4 and 3+ 1:8.
- We love children and have fun!

Our Nursery.

Our nursery serves Potters Bar and the surrounding communities and operates under the guidance of The Potters Bar United Reformed Church.

It was established in 1966 to provide high quality Early Years Education, which we continue to provide, in accordance with the requirements of the government EYFS policies and practice.

The Manager leads the nursery and reports to the nursery management committee.

We actively encourage parents to become involved in our nursery and we appoint parent reps who are invaluable to us.

We accept children between 2 years 4 months and 5 years, with 15 free hours for all 3 and 4 year olds.

Our hours are :
Monday to Friday 9am until 12 noon.

In addition we offer a lunch club which runs
Monday to Thursday 12 noon until 1pm.

Our nursery feeds all the local state primary schools as well as many private schools.

Our staff

- Manager Ms Helen Lee.
Qualified teacher - Cert Ed.
- Deputy and Key person Mrs Julie Thorlby.
NVQ level 3.
- Key person Mrs Louise Ford.
Nursery Nurse - NNEB.
- Key person Mrs Susie Scutt.
NVQ level 3.
- Key person (part-time) Mrs Claire Proud.
- Music Mrs Jane Edrupt.

Key Person.

Your child will be assigned a 'key person', who is your main point of contact with the nursery.

The key person is responsible for your child's care, development and learning and they will ensure that your child is happy, settled and safe.

The key person and their duties are overseen by the Manager.

Our Morning Routine.

Daily activities are planned to address the EYFS [see page 5] and provide a broad balance of experiences for your child.

They take into consideration the different stages of development of the children and the different ways in which they learn.

After self registration, children may choose which activities to explore and engage in.

Staff play alongside the children to guide and extend their learning, while following the children's interests.

Activities are planned for both inside and outside.

During the morning there will be a 'Guided Learning Activity'. This is led by a key person who has specific targets in mind for the children.

These targets have been set after close observations of the children to assess their needs or their next stage of learning in a particular area.

We also have a designated snack time where healthy eating and independence are promoted.

In addition there is a period where all the children gather together with a member of staff, to talk about specific activities or events, to celebrate birthdays and other special times and achievements [parents and other community members are welcomed to 'show and tell'] and to sing.

At the end of the nursery morning, the children join their 'key group for a story and an activity before they go home.

The children are encouraged to take a book home to share from our nursery lending library.

We have a weekly visit from our music teacher Mrs Jane Edrupt who plays the piano and engages the children in music and movement and singing and percussion activities.

A more detailed explanation of the nursery morning is available on request.

The Early Years Foundation Stage. [EYFS]

Parents/ Carers are always welcome in our Nursery. We recognise that you are the most important people in your child's life and we aim to work in partnership with you to give your child the very best start in life by providing an early years experience that is happy, active, exciting, secure and supportive to your child's development, care and learning.

Each child is unique and will be at a different stage of development and learn in a different way.

The Nursery staff will liaise with you and observe, assess and plan for your child to extend their learning and development through their play, as this is the principal means through which children learn.

We offer an environment where the children can explore, develop and build up ideas, concepts and skills leading to thinking creatively and critically and where they can express themselves confidently and effectively.

As mentioned earlier, the Nursery provides opportunities for child initiated play and for guided learning activities which are led by adults. These activities / experiences are offered both inside and outside in our lovely garden.

The Nursery follows the requirements of the revised **EYFS** [Government Initiative - Sept. 2012] and your child will be learning skills, acquiring knowledge and demonstrating their understanding in ' seven ' areas of learning.

The three '**PRIME**' areas of learning are;
Communication and Language,
Physical Development,
Personal, Social and Emotional Development.

These are the essential areas for your child's healthy development and future learning.

Confidence in these areas will help him / her to develop skills in the four **SPECIFIC** areas of learning which are;

Literacy,
Mathematics,
Understanding The World,
Expressive Arts And Design.

A Parent's Guide to the Early Years Foundation Stage [EYFS] can be found at www.foundationyears.org.uk Copies are available on request.

Special Events:

Autumn Term - Harvest Festival Service
Professional Photographer
Nativity Service
Christmas Party

Spring term - Mothers' Day Service

Summer term- Professional Photographer
Nursery Open Morning and AGM
End of Year Children's Party
Leavers' Ceremony
[always an emotional occasion!]

ALL THE SERVICES - are held in the Church and the children are encouraged to participate and families are invited to attend and enjoy!

PHOTOGRAPHER - beautiful quality photographs with a high guarantee of your child smiling!

NURSERY OPEN MORNING - A chance to participate in activities with your child, share their learning journal with them, chat to the staff and socialise with other parents and carers - a relaxed informal morning!

A SHORT AGM is held to report on the past year's activities.

PARENTS and STAFF also organise various fund raising activities over the year to finance 'wish list equipment' or 'experiences' for the children.

Equal Opportunities.

All children are welcome to join our Nursery irrespective of race, religion, culture or ability.

All children are treated in a fair unbiased and respectful way.

Confidentiality.

Any information spoken or written between parents and staff is treated as confidential.

Any information recorded which includes children's learning journals kept by staff' is stored securely and is only accessible to the staff, to share with parents/carers and outside agencies as necessary.

Safeguarding.

To protect your child when in our care;

Unauthorized people are NOT allowed in Our Nursery.

Our external doors are self locking and require knowledge of an entry code to gain access. Visitors ring a bell and a member of staff will approve entry.

If it is necessary for someone else to collect your child, staff **MUST** be informed and the 'collection' book' completed with relevant names and contact details of the collector. Whenever possible we ask that this person is introduced to us prior to the day.

It is **NOT PERMITTED** to use mobile phones or cameras within the Nursery.

Child Protection

Our priority is to safeguard and promote the welfare of children in our care.

We follow the Herts CC guidelines for child protection.

We ask that you inform us if you are delayed at pick up time so that we can prepare your child.

Without contact from parents / carers and a child is not collected within 15 minutes of the end of a session we would call the child's emergency contact. It is our policy to inform Social Services if no contact has been made within 30 minutes of the end of the nursery session.

Emergencies.

During the Nursery morning, we may be contacted for emergencies on ;

07854 843125

It is **VITAL** that we also have **EMERGENCY** contact details from you, before your children are left in our care.

Parents are requested to ensure that the nursery has up to date information in writing with regard to any special medical or emotional needs that your child may have and specific contact details in the event of an emergency.

Medication

We will not administer medication to children unless it is a life threatening illness, i.e. asthma or nut allergy.

Parents / Carers will be informed by telephone during the morning if a child falls ill and you will be asked to collect them from nursery.

Behaviour Management

The children are encouraged to be polite, to care for each other's well-being and to show respect for the people around them. Any child who is finding this difficult is encouraged by positive reaction to acceptable behaviour. The aim is to spot and diffuse a situation before it becomes a problem.

A child may be taken to a quiet area of the Nursery, so that a member of staff can talk about the preferred behaviour uninterrupted and the child will return to play when they are calm and ready.

Accidents / Incidents.

In this event details are logged and signed by staff and parents; this is to ensure that parents are kept informed.

Policies & Procedures

Full documentation of Nursery Policies and Procedures can be seen on request.

Complaints

Any problems which arise should be discussed with the Manager. Ms Helen Lee.

If this does not result in a satisfactory outcome, parents should contact the Chair of the Nursery Management Committee, Mrs Pam Brindley, through the Church Office [01707 665482]

Practicalities

Clothing - The nursery provides aprons to give 'some' protection to children's clothing, but is requested that they do not wear 'good' clothes which will inhibit them from joining in activities.

Please label all coats and anything else that they may remove, with their name, to avoid confusion.

We encourage children to manage their own clothes, eventually and it would help them and staff if fastenings on trousers and shoes were child friendly - Velcro on shoes is ideal or buckles.

From a safety point of view footwear needs to be suitable for running and climbing.

We like the children to make full use of our Nursery garden so we request that you provide wellingtons and a waterproof coat for them.

However if any of these requests cause you concern please come in and talk to us.

Admission to our Nursery.

Application forms available from the Manager, Ms Helen Lee, or from our website should be returned together with a registration fee of £10.

Offers of places need to be accepted within a two week period in order to secure your request together with a deposit of £25, which will be accounted for in your first half term's fees."

Early application is advised.

Hours

Monday - Friday 9am until 12 noon.

Lunch club - Children bring their own packed lunch which is eaten in a relaxed atmosphere followed by time to 'play with their friends"

[Monday - Thursday 12 noon until 1 pm]

The Nursery is open term time only, coinciding with the local 'State Primary Schools'

Fees

Fees, currently £5 per hour, are payable half-termly in advance. However, children are eligible to attend for up to 15 hours per week free of charge beginning in the term after their third birthday with any hours above this level being charged for. The paperwork is handled by the Nursery with proof of the child's date of birth being required.

Assistance with fees is also available for two year olds whose parents are on certain benefits, please enquire early for further information as applications to HCC have to be made some weeks prior to the start of term and funding is limited.

Unfortunately no credit can be given for absence except in very exceptional circumstances as agreed by the management committee. Holidays and minor illnesses are not considered valid reasons for credit to be given.

We ask for half a term's notice of leaving to be given or fees may be charged.

The Nursery reserves the right to close in the event of a medical emergency or adverse weather conditions. No refunds will be given but children not in receipt of nursery education grant may make up the missing sessions in consultation with Ms. Lee.

To contribute towards a mid morning snack we request a contribution of 30p per session. This is paid on a daily or weekly basis directly to the Nursery.

Please feel free to :

- Ring, E mail or visit for more information.
- 07854 843125
- pburc.nursery@gmail.com
- Tilbury Nursery at Potters Bar URC, Darkes Lane EN6 1BZ.
- tilburynursery.org.uk

URC Toddler Group.

If your child is too young for Nursery, you might like to know that the Church Toddler Group meets in Tilbury Hall from 9.45am to 11.30am on Tuesdays during term time to provide an opportunity for parents and carers to meet before their children reach Nursery age.

An area of soft mats with chairs on three sides has toys for babies and crawlers. Around it are a home-play area, messy play area [paint, dough shaving foam] small cars and jig-saws.

At the other end of the hall are buggies, lawn mowers, balls and ride-on engines and bikes, plus a small climbing frame on soft mats and a book area. Tea, coffee, juice and healthy snacks are available until 11am when toys are packed away for songs around the carpet.

Mrs. Margaret Steff, assisted by a team of Church members, prepares and supports each session for which families are asked to pay £2 per morning.

Nursery Staff pay visits to Toddlers and Toddlers Staff, parents, carers and children are **very welcome** to visit the Nursery. [just ring the bell!]

We hope to see you soon!

Best wishes from the Nursery Staff.

2013-14 Term and Holiday Dates

Autumn Term 2013

Tuesday 3rd September to Thursday 19th December

Half term: Monday 28th October to Friday 1st November

Spring Term 2014

Monday 6th January to Friday 4th April

Half term: Monday 17th February to Friday 21st February

Summer Term 2014

Wednesday 23rd April to Tuesday 22nd July

Half term: Monday 26th May to Friday 30th May

Inset Day: Thursday 1st May

Occasional Day: Friday 2nd May

Bank holiday: Monday 5th May

Additional Inset Days

Inset Day: Monday 2nd September

Inset Day: Friday 20th December

Inset Day: Tuesday 22nd April

Inset Day: Wednesday 23rd July