



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 Early Years Foundation Stage (EYFS), why should you choose **Tilbury Nursery**? Well . . .

- Our nursery has the Herts Quality standard accreditation and **Ofsted** have consistently rated the nursery 'good' and we have always striven to improve on this.
- In **November 2014 Ofsted** rated our nursery as '**OUTSTANDING**'.
- 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 over 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 pick-up's and the nursery is close to local amenities.
- Our Manager is an experienced, qualified teacher (Cert. Ed).
- Our Deputy and key person has an NVQ level 3 qualification.
- Our additional key persons have NVQ level 3, CACHE level 2, CACHE level 3 or the NNEB qualification and have worked at the nursery for a number of years.
- Children can stay at our nursery until they transfer to a reception class in a 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 Potters Bar United Reformed Church. It was established in 1966 to provide high quality Early Years Education. This we continue to offer 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. From them, parent representatives who are invaluable to us are appointed to serve on the nursery management committee.

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

From September 2017 we are accepting the 30 hours funded scheme for eligible 3 and 4 year olds. If you are eligible for this funding you can use 27 hours at our setting and make up your hours entitlement at a child minders or another setting.

ADMISSION TO TILBURY NURSERY

Application forms are available from the nursery or from our website www.tilburynursery.org.uk. It should be completed fully and returned (along with a registration fee of £10 in the case of 2 year olds who are not in receipt of HCC funding). Your application will then be processed and acknowledged by email.

In the event of oversubscription, children are offered places in the following order:

1. Funded 3 and 4 year olds.
2. 2 year olds with HCC funding.
3. Siblings of children currently attending.
4. Date of application.

5. 2 year olds (starting on two mornings per week with additional sessions at the manager's discretion and depending on availability).

Offers of places will be made by letter half a term before your child is due to start. i.e. in May, October or February for children starting in September, January and April, respectively. While every effort will be made to accommodate your wishes, depending on their availability it may sometimes be necessary to allocate different sessions.

Offers of places need to be accepted within two weeks in order to secure your child's place, together with a deposit of £25 (unless your child is on HCC funding). The £25 will be deducted from your first half term's fees.

Should you later wish to alter the sessions attended, please notify Ms Lee in writing giving half a terms' notice of the requested change. Again, while the Nursery will try to fit in with your request, it may not always be possible if spaces are not available. However, you will be informed of the outcome as soon as possible.

Early application is advised as spaces fill up quickly.

Our opening hours are:

Morning Session - Monday to Friday, 9.00am until 12 noon.

Lunch Club - Monday to Thursday 12 noon until 1.00pm.

Afternoon Session - Monday to Thursday 1.00pm until 3.00pm.

The Nursery is open term time only, coinciding with the local state primary schools wherever possible.

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

FEES

Fees, currently £5.50 per hour, are payable half-termly in advance. However, children can 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. The paperwork is handled by the Nursery with proof of the child's date of birth being required.

Unfortunately no credit can be given for absences 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 or afternoon snack, we suggest a minimum contribution of 30p per morning session (9.00am-12noon), or 50p per morning/afternoon session (9.00am-3.00pm). This is paid on a daily or weekly basis into the Nursery snack pot.

TILBURY NURSERY STAFF

- Manager Ms Helen Lee
Qualified teacher - Cert Ed.
- Deputy Mrs Julie Thorlby NVQ level 3
- Key person Mrs Louise Ford NNEB Nursery Nurse
(Job share with: Mrs Sharon Barnett)
- Key person Mrs Sharon Barnett CACHE level 3
- Key person Mrs Susie Scutt NVQ level 3
- Key person Mrs Anita Whyte (WT) CACHE level 2
(Job share with: Mrs Daniela Drodz)
- Key person Mrs Daniela Drodz CACHE level 3
- 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.

MORNING ROUTINE (9am -12noon)

Daily activities are planned to address the EYFS (see page 8) 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. Staffs 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 and to sing. (Parents and community members are welcomed).

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.

LUNCH CLUB (12noon - 1pm)

Children bring their own packed lunch which they eat at tables with their friends. A packed lunch may consist of a sandwich/wrap/pitta, a piece of fruit yogurt and a drink of juice or water. Raw vegetables, cheese and crackers is another option. Please speak to your child's key person if you have any queries regarding this.

AFTERNOON SESSIONS (1pm - 3pm)

Activities are planned for both inside and outside to address the EYFS and provide a broad balance of experiences for your child. The session will consist of a Guided Learning Activity and Child Initiated Play where the staff play alongside the children to guide and extend their learning, while following the children's interests.

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

THE EARLY YEARS FOUNDATION STAGE (EYFS)

Parents and 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 and experiences are offered both inside and outside in our lovely garden.

The Nursery follows the requirements of the **EYFS** 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 (CL).
- Physical Development (PD).
- Personal, Social and Emotional Development (PSE).

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

Confidence in these areas will help your child to develop skills in the four **SPECIFIC** areas of learning which are:

- Literacy (L).
- Mathematics (M).
- Understanding the World (UTD).
- Expressive Arts and Design (EAD).

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.

PHOTOGRAPHER He comes in twice a year and is great with the children. You will be able to purchase 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. It's a really nice relaxed informal morning! A short AGM is held towards the end of the morning to report on the past year's activities.

PARENTS and STAFF also organise various fund raising activities throughout 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 and carers and outside agencies as necessary.

SAFEGUARDING

To protect your child when in our care;

- Unauthorised 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 a parent or carer 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 a child unless it is prescribed by a doctor for a specific condition or if 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 and environment 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 AND INCIDENTS

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

POLICIES AND PROCEDURES

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

COMPLAINTS

Any problems which arise should be discussed with the Nursery 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 on 01707 665482.

PRACTICALITIES

The nursery provides aprons to give some protection to children's clothing, but is requested that they do not wear their best clothes which may 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.

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

Tilbury nursery merchandise in the form of a polo shirt, a tracksuit a fleeces and a sunhat are available to purchase from 'Lee Joys' on Potters Bar High Street.

CONTACTING US

Please feel free to ring, email or visit for more information:

- **Mobile:** 07854 843125 (term time only)
- **Email:** info@tilburynursery.org.uk
- **Website:** www.tilburynursery.org.uk
- **Facebook:** www.facebook.com/tilbury.nursery

- **Address:** Tilbury Nursery at United Reformed Church, Darkes Lane, Potters Bar, Hertfordshire EN6 1BZ.

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 11.00am when toys are packed away for songs on 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 the Toddlers group 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.