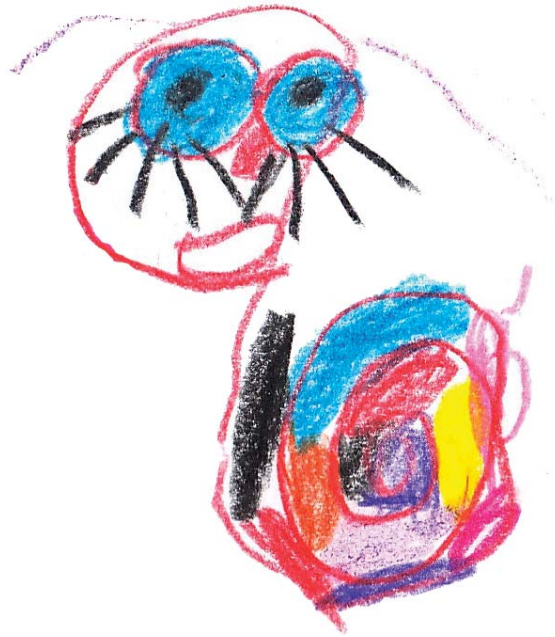


# Pumpkin Patch nursery

where everything is possible



Rainbow Snails by Ella Age 4

Preston Drove Brighton

New Church Road, Hove



## Pumpkin Patch nursery

37 Preston Drove, Brighton 01273 554484

109 New Church Road, Hove 01273 227000

[pumpkinpatchnursery.com](http://pumpkinpatchnursery.com)



# Welcome to Pumpkin Patch Nursery where everything is possible

At the heart of our approach is a 'Powerful Image of the Child' as strong,  
full of potential and capable of leading their own learning.  
We believe that every child has the right to high quality early years education.

*Inspired by the Reggio Emilia Approach from Italy and the Forest schools of Scandinavia.*

## The nurseries values and principles

- To encourage and support each child to flourish through valuing and celebrating their individual achievements.
- To work in partnership with parents and the community to enhance the development and education of all children
- To recognise and embrace the diversity of families and to ensure equal access of opportunity for all children
- To work together with parents and outside agencies to ensure that children with special educational needs are identified early and are supported to reach their full potential.

## We will achieve this by offering

- A highly skilled and passionate staff team who are dedicated to delivering a specially tailored curriculum designed to meet the individual needs of every child.
- An environment and experiences which follow the principles of The Early Years Foundation stage curriculum which focuses on learning through play and exploration both indoors and outdoors
- Individual attention made possible by a high ratio of adults to children.
- The support of a personal keyperson.
- Opportunities for you and your family to be directly involved in the activities offered in the group and in your own child's progress.
- A nursery environment that exceeds the standards set out in the statutory framework for Full Day Care.
- Ongoing evaluation and monitoring of equality of opportunity for all by the nursery's Equal Opportunities Officer.
- Regular evaluation and improvement upon our current practices by taking part in quality assurance programmes.
- Providing a wide range of opportunities for your child to thrive, explore and develop independence such as.. Forest School, Beach School, Tennis, Spanish, Yoga and Music Classes.

## Registration and Inspections

The Pumpkin Patch Nursery is registered annually by OFSTED. You can contact OFSTED on 0300 123 1231 or by email [enquiries@ofsted.gov.uk](mailto:enquiries@ofsted.gov.uk).

The Brighton Pumpkin Patch was last inspected in October 2013. The report was extremely positive resulting in a judgement of Good. The Hove Pumpkin Patch was last inspected in July 2016. The report was very positive resulting in a judgement of Good. You can view the reports on OFSTED's website. [www.ofsted.gov.uk](http://www.ofsted.gov.uk).

## Opening times

Monday – Friday 7am – 6pm

## Management & Administration

Both Nurseries are owned by Anita O'Hara who began Pumpkin Patch in 1996 as a part-time nursery at Withdean Stadium. Over the years she has expanded the nurseries, taking time off to have her three children. Having her own young children, working and completing a degree in Early Years has given Anita a real understanding of what parents want and need for their children. Anita is committed to ongoing development and draws inspiration from the Italian 'Reggio Emilia' approach as well as the Scandinavian 'Forest Schools.' She has travelled and studied in both Italy and Sweden to explore how these world renowned approaches can challenge what we offer and develop Pumpkin Patch's outstanding practice. Anita is also the Nursery Manager at our **Brighton Pumpkin Patch**.

At the **Hove Pumpkin Patch** the Nursery Manager is **Katrina Gretton**. Katrina began working for Pumpkin Patch shortly after completing her training and has been with the company for over 15 years. She is always striving for excellence and inspires those around her to do so as well. Katrina is dedicated to working together with parents, children and staff to provide an excellent setting and was judged Good by Ofsted in 2016.



**Pumpkin Patch**  
nursery  
[www.pumpkinpatchnursery.com](http://www.pumpkinpatchnursery.com)

## Preston Drove Brighton



### Pumpkin Patch Nursery Brighton

Located at 37 Preston Drove our Brighton Nursery is a large detached house with an extensive garden that has been thoughtfully redesigned and renovated to create a relaxed, homely and inspiring environment for young children. The nursery benefits from being located across from Preston Park and the children and staff are able to explore the woods, go on a bird walk or sketch the flowers. The nursery caters for 80 children aged 0-5 years.

### Pumpkin Patch Nursery Hove

The Hove Pumpkin Patch is located at 109 New Church Road, near Wish Park in Hove. Being a converted house it gives the nursery a homely, relaxed atmosphere for the children to learn and grow in.

The nursery is located close to the seafront and the children are able to make use of the beach as an extended classroom for exploring, developing independence or observe the unique biodiversity of the rock pools.

The nursery caters for 55 children aged 0-5 years.

## New Church Road, Hove



### Parental Involvement

Pumpkin Patch recognises parents as the first and most important educators of their young children and aims to support parents in this process. We encourage parents to be actively involved in the nursery in a variety of ways.

- We are a private day nursery so we do not have a formal parent rota but would welcome any parent who wishes to spend a session in the nursery to do so.
- Parents and carers and other family members often come in and share their knowledge and skills with the children. We have had parents join us to share their musical instruments, do sing and sign with the babies and cook Latke's with the pre-school children.
- We value and welcome parents contributions to their child's ongoing assessments.
- We hold regular parents evenings so that you can come in and speak with your child's keyperson to find out what they have been doing and how they are progressing.
- Your child's keyperson spends quality time with your child observing their interests and development level. This information is used to inform planning and ensure that your child has an individual learning journey designed to nurture their learning style, support their play and encourage them to learn through purposeful play. Your child's profile is available online for you to review your child's progress, make comments and share with your child to support and extend their learning at home. After starting the nursery you will be given a unique secure log-in password to access your child's profile.
- The notice board by the front door of the nursery will contain information such as the current menu and other items of interest.
- When you collect your child at the end of their session a member of staff will tell you about your child's day. They will give you information about nappy changes, meals and sleeps and more importantly share those special moments that made your child laugh or smile. This is also a good opportunity for you to ask any other questions or just to have an informal chat and get to know the staff team.

### Special Rights

Pumpkin Patch offers special support to families and children with additional needs. We have a dedicated Senco, Vicki Gardner, who has extensive skills and knowledge and will work one-to-one with you and your child. Training the staff team, co-ordinating an individual program that meets your child's needs, drawing on other professionals were needed. Please contact her directly at [Senco.ppn@hotmail.com](mailto:Senco.ppn@hotmail.com)

### Keyperson

Our Keyperson system gives each member of staff responsibility for only a few children. Each child in a group has one special adult to build a close relationship with which makes settling into the group much easier. The key person maintains links with the child's home setting, works with parents through shared record keeping and ensures that all children are supported in reaching their full potential.

### Settling your child into nursery

We recognise that separation can be a difficult time for parents and children therefore we offer a flexible induction. Once you have decided to send your child to Pumpkin Patch we will discuss your individual requirements and tailor a settling in period which meets you and your child's needs. We like to increase the period of time your child stays at nursery over the settling in process so when you leave your child for their first full session you can be confident that they will enjoy their time at nursery.

### Nursery Hours

The nursery runs from 7am to 6pm Monday to Friday all year. We are only closed for the following dates: Bank Holidays and for some or all sessions between Christmas and New Year (Dates and times will be given in advance on a yearly basis). The nursery closes for 3 training days per year. It is essential for the staff team to have an opportunity throughout the year to review our environment and practice as a whole staff team and carry out essential training. You will be informed of these days in advance.

## Curriculum

The nursery is inspired by the Reggio Emilia approach and follows the Early Years Foundation Stage Curriculum which was introduced in September 2012 it consists of 7 areas of learning:

## The Three Prime Areas

### Personal, Social and Emotional Development

Within a nurturing environment, children are individually supported to develop confidence, autonomy and independence. They will learn to value and respect themselves and others. Through activities and daily routines children will be encouraged to become independent individuals who are eager and motivated to learn and explore the world around them whilst gaining an awareness of who they are and to feel good about themselves. They are encouraged to work and concentrate independently and also to take part in the life of the group. (example e.g. by helping to prepare fruit for snack time, watering the plants in the nursery garden or counting out how many cups are needed for lunch time.)

### Communication and Language

Throughout the day children are encouraged to use language for communicating, thinking, reading and writing, whilst extending and developing their vocabulary and fluency. They can listen and join in with stories, rhymes, sing songs and explore rhythm and sound. The children are helped to understand that written symbols carry meaning, to be aware of the purposes of writing and to use drawn and written symbols themselves. (e.g. writing a shopping list in the role play corner or writing labels for the beans they planted in the garden.)

A well stocked and cosy book corner gives every child the opportunity to become familiar with books. By handling books, the child becomes aware of its uses, both for reference and as a source of stories and pictures.

### Physical Development

A range of equipment and opportunities, both indoors and outdoors, allows children to develop confidence and enjoyment of their own body skills. A very high level of adult supervision enables children safely to create and meet physical challenges, developing skill and control in moving, climbing and balancing. At the same time, children are supported in the development of the fine motor skills needed to use tools, including pens and pencils, and to handle small objects with increasing control and precision. Through adult supported activities the children will learn to understand good practices with regards to eating, sleeping, exercise and hygiene and how these things contribute to good health.

## The Four Specific Areas

### Mathematics

By means of adult-supported play children become familiar with sorting, matching, ordering, sequencing and counting activities which form the basis for early mathematics. As they use their developing mathematical understanding to solve practical problems, children are assisted to learn and use mathematical vocabulary, and get to grips with the concepts of shape, position, size, volume and number. (e.g. weighing ingredients to make porridge for the three bears or counting out how many plates we need for tea) Children will also have daily opportunities to engage with songs, games and books to help the children become aware of number sequences and early addition and subtraction problems.

### Understanding the World

All children will have daily opportunities to explore and experiment with a range of natural and man-made materials. They will be encouraged to explore features of objects and substances, using all of their senses. They will learn to recognise differences, patterns and similarities, and to share and record their findings. Children are assisted in exploring and understanding their environment, both within the group and also the wider community. They will develop an understanding of the cultures and beliefs of others and learn that people speak different languages. They will be encouraged to share stories about their experiences and talk about their home lives, valuing their own and those of others. A range of safe and well maintained equipment enable the children to extend their technological understanding, using simple tools and techniques, as appropriate, to achieve their intentions and to solve problems.

### Expressive arts and Design

Children are encouraged to use a wide range of resources to express their own ideas and feelings, and develop their imaginations. Art equipment, such as paint, glue, crayons and pencils as well as natural and discarded resources, provides for open-ended exploration of colour, shape, form, and texture and the development of skills needed for painting, drawing, design and construction. Children join in with and respond to music and stories, and there are many opportunities for imaginative role-play, both individually and as part of a group.

### Literacy

We support children's natural curiosity of written language and reading through our literacy friendly environments. Using written letters, words and signs to support our learning environment, using pre-writing and reading activities (drawing shapes and symbols in wet sand) and phonics activities. We are guided by your child, playing alongside them and sharing our passion for reading and books. When children are ready to make the journey into formal reading we use jolly phonics and early reading books alongside fiction texts to explore letters and sounds together with using the pictures to support understanding of the stories and text.

### Nursery Food

Each nursery has an experienced nursery chef who prepares your child's meals daily at the nursery. The older children have opportunities to help with the preparation of snacks and teas to encourage children to learn about healthy food choices and make meals a fun part of the day. The menus are changed throughout the year to ensure that high quality, fresh, seasonal produce is used to create well balanced, nutritional meals. We also encourage the children to explore where foods come from by picking apples from our apple trees or growing herbs in the garden to use in soups and lunches. Older children have the opportunity to be a 'nursery chef' working together with an adult to make part of the nursery meal 'bake bread' chop vegetables and lay the tables with fresh flowers, real crockery and glass water jugs. They will then invite their friends to come and serve their own meals and support the younger children to try new foods and develop their independence.

# Pumpkin Patch Nursery

## Terms and Conditions

Revised July 2016

**Please read carefully and keep in a safe place for future reference**

### Admissions procedure

Nursery admission is organised by date of birth and depending on sessions available. However siblings of children already attending go to the top of the list.

Once you have decided to place your child at Pumpkin Patch, fill in the registration form and return together with the £20.00 registration fee (non-refundable). A £100.00 deposit is due when your sessions are confirmed (approx. 1 month before the date your child will start) the deposit will be offset against your last month's fees. However, failure to give the required notice (1 month) will result in loss of deposit.

One month before your requested start date a senior member of staff will contact you to discuss session availability and arrange settling in visits that are convenient to you.

### Payment of fees

Fees are payable one month in advance and are due the 1st day of each calendar month. Your invoice will be given to you at the nursery and any additional sessions booked will appear on the following months invoice.

Payment can be made in cash, by cheque, child care vouchers, or bank transfer (please see nursery manager for account details).

If payments are not kept up to date your child will be unable to attend the setting until the account is brought up to date.

Cheques returned to the nursery unpaid will result in a £20.00 charge being added to your account. You will be required to pay the amount of the returned cheque in cash before your child is able to commence attending the nursery again.

### Absences from Nursery

We make special allowances for absences due to your child requiring operations or hospital admissions. This will normally be accommodated by offering additional sessions before or after the absence. Please speak to your nursery manager for more information.

### Sickness

The nurseries policy is that any child with a fever, vomiting or diarrhoea will need to stay away from the nursery for a minimum of 48 hours after the last symptom. This is to minimise the risk of spread throughout the nursery to the other children and staff.

### Nursery Hours

The nursery runs from 7am to 6pm Monday to Friday all year round. We are only closed for the following dates: Bank Holidays and for some or all sessions between Christmas and New Year (Dates and times will be given in advance on a yearly basis). The nursery closes for 3 inset days per year. This is reflected in your monthly charge. No further reductions will be made. Any unforeseen closures will not result in any reduction in fees.

### Early arrivals and Late collections

We regret that no child will be admitted to the nursery before 7am. Children being collected after the end of their session will be charged at the rate of £5.00 per 15 minutes or part thereof. Children collected after 6pm will be charged a penalty of £10 per 15 minutes or part thereof.

### Notice of Leaving

One month's notice must be given prior to your child leaving. This notice must be given in writing.

### Snacks

All snacks provided by the nursery. Snacks consist of milk, water, a piece of fruit or other healthy option (i.e. vegetable sticks, rice cakes etc.).

### Lunches

Children attending the nursery during the lunch session will be provided with a cooked lunch around midday. This is included in the nursery fees.

### Teas

Children attending the afternoon session will be given tea at 4.30pm (5pm in Pre-School). This is a light meal for example beans on toast, pitta pocket etc. This is included in the nursery fees.

### Nappies

Nappies are provided by the nursery. They are included in the nursery fees.

### Changing sessions

Parents wishing to change their children's sessions must put their requests in writing a minimum of 1 calendar month in advance.

### Early Years Free Entitlement

Nursery vouchers are spread out over the year, you will be notified of how these are spread based on the term your child starts receiving early years free entitlement. We offer early years free entitlement only sessions between 1-5pm. (please note we have a limited number for places available.)

### Duty of Care

The nursery puts the highest priority on Safeguarding. We have a duty of care to put children's safety and well-being first and will follow our rigorous procedures where we have concerns about a child. There is a full safeguarding policy available to support parents and the staff team.

### Mobile Phones

Please note that mobile phones are not allowed within the nursery. Please ensure that they remain switched off and stored away while dropping off or collecting your child from nursery.

### Medications

If your child requires medication while at nursery. Please ensure that it is prescribed by your child's GP and that the medication is clearly labelled with the GP's prescription. We will ask you to complete a medication form and we will store and administer the medication from the nursery office. There is a full policy available

### Unacceptable behaviour

The nursery reserves the right to withdraw a child's place from nursery without notice if a parent's behaviour is unacceptable and does not support the nurseries policies and procedures.

### Change of fees

The nursery reserves the right to change the nursery fees with one months notice.

### Unforeseen closures

Temporary nursery closures due to force majeure or 'acts of god' (such as, but not limited to, infectious diseases, floods, snow) beyond our control or other unforeseen closures will still be charged at full fees.

# Pumpkin Patch Nursery Registration Form

(Revised July 2016)

Pumpkin Patch Nursery, 37 Preston Drove Brighton BN1 6LA Tel: 01273 554484 email: anitaohara@btconnect.com  
Pumpkin Patch Nursery, 109 New Church Road, Hove, BN3 4BD Tel: 01273 227000 email: anitahotton@btconnect.com  
pumpkinpatchnursery.com

Name of Child.....

Name and address of doctor.....

Age..... Date of Birth ...../...../.....

Child's E number .....

Address.....

Tel Number .....

Home Tel Number.....

Name of Health Visitor.....

email.....

Name of Social Worker .....

Who has parental responsibility

Name .....

Does your child have any allergies or medical conditions that we should know about?.....

N.I. no. .... Date of Birth ...../...../.....

Does your child have any dietary requirements/preferences that we should know about?.....

Tel. No.....

Relationship to Child.....

Name .....

N.I. no. .... Date of Birth ...../...../.....

Tel. No.....

Relationship to Child.....

Vaccinations. Has your child had the following vaccinations?

- |                                     |   |
|-------------------------------------|---|
| <input type="checkbox"/> Polio      | <input type="checkbox"/> Mumps                    |
| <input type="checkbox"/> Diphtheria | <input type="checkbox"/> Rubella (German Measles) |
| <input type="checkbox"/> Tetanus    | <input type="checkbox"/> Whooping Cough           |
| <input type="checkbox"/> Measles    | <input type="checkbox"/> Hib                      |

1st Emergency Contact.

Name .....

Tel. No.....

Relationship to Child.....

Childhood Illnesses. Has your child had the following illnesses?

- |                                      |   |
|--------------------------------------|---|
| <input type="checkbox"/> Chicken Pox | <input type="checkbox"/> German Measles |
| <input type="checkbox"/> Measles     | <input type="checkbox"/> Whooping Cough |
| <input type="checkbox"/> Mumps       |   |

2nd Emergency Contact.

Name .....

Tel. No.....

Relationship to Child.....

Please list any siblings

Names.....

Please give the name and descriptions of any other adults that have permission to collect your child from the nursery

Name.....

Name.....

What is your child's first language?

You can choose a password for them to use if you wish

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.....

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Parents place of work

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How did you here about Pumpkin Patch Nursery?

- Personal recommendation
- Word of mouth/Reputation
- Our website
- Press advertising
- Yellow Pages
- Child care websites/searches
- Other

.....

### Permission form

Please tick the boxes below to select which of the following you give permission for with regards to your child's care when they are at Pumpkin Patch Nursery.

- Permission to go on walks/visits in the local area.
- Permission for Pumpkin Patch to use photographs taken for advertising purposes.
- Permission for photographs taken to be placed on the Pumpkin Patch website.
- Permission to use your child's work/photo's on social media – facebook & twitter
- Permission to administer prescribed medicine.
- Permission to hold personal information on the computer. For example adding your details to our online system for invoicing or to our emailing list to keep you up to date of nursery changes.
- Permission to share information with other professionals. For example sharing information from the 2 year olds checks with your child's health visitor or sending your child's transfer document to their chosen school when moving onto reception class.
- Permission to use photographs in other children's profiles. Each child has an online learning journal that we update with photos and videos, often observations include a session or project involving more than one child so your child may appear on another child's profile.

- Permission to use nursery suncream, or you can provide own if you child suffers from allergies. Permission to seek emergency medical attention.
- Permission to use Sudocrem.
- Permission to give Calpol or Infant Nurofen in case of an emergency.
- Permission to give baby bath.
- Permission to cut nails.
- Permission to wash hair.
- Permission to administer teething granules.
- Permission for face-painting.

Note. I have read, understood and agree to the terms and conditions of Pumpkin Patch Nursery

Name.....

Relation to child .....

Signature.....

Date .....

# Pumpkin Patch Nursery Fees

(effective September 2016)

all meals freshly prepared at your nursery

	Age Band	Half Day am 8am-1pm	Half Day pm 1pm-6pm	Short Day 8am-4pm	Full Day 8am-6pm	Full Time Mon-Fri 8am-6pm
		Breakfast & lunch included	Tea included	Breakfast & lunch included	Breakfast, lunch & tea included	Breakfast, lunch & tea included
All nappies and formula milk included	0-2 years	£30.00	£30.00	£48.00	£55.00	£265.00 £53 per day
All nappies included	2-5 years	£28.50	£28.50	£44.00	£50.00	£240.00 £48 per day
Early Years Free Entitlement	<p>All funded spaces are subject to the following fees</p> <p><b>Lunch</b> £3.50 (available for Half Day am, Short Day, Full Day)</p> <p><b>Breakfast</b> £1.50 (available for Half Day am, Short Day, Full Day)</p> <p><b>Tea</b> £2.50 (available for Half Day pm, Full Day)</p> <p><b>Wrap-Around Hours</b> £5.50 per hour (Please see Funding Explained below)</p>					

## Registration

**Registration fee** £20  
**Deposit** (offset against last your month's fees) £100

## Reserving a space for your child

Spaces cannot be reserved until the signed registration form is returned together with the £20 registration fee and the £100 deposit. Spaces are reserved on a permanent basis: they cannot be swapped for different days. 1 months notice must be given for any changes to booked sessions.

## Siblings discount

**10% off the eldest child's fees (not including meals)**

## Early Years Free Entitlement

Free entitlement will be deducted from your hourly fees and all additional hours will be charged at £5.50 per hour plus meals (please see **Funding Explained** below)

## Bespoke Sessions

All bespoke sessions will be charged at £5.50 per hour / £3.50 per half hour.

## Monthly Fees Explained

All Fees will be calculated as a set monthly fee. To work out your monthly cost - Weekly cost x 48 divide by 12 (4 weeks per year allowance to cover Bank holidays, Christmas Closure, Holiday Entitlement and inset days) No further deductions will be made for children's holidays.

## Monthly Fees Term Time Only Explained

Term-time Spaces. To work out your monthly cost - Weekly cost x 42 divide by 11 months (Sept to July. No fees to pay for Aug). All sessions booked within holiday time will be charged at 100%. Brighton and Hove school terms apply. These spaces are subject to availability. No further deductions will be made for children's holidays.

## Early Drop-off

Early Drop-off  
 7 - 8am £8.00 (pre-booked only)  
 7.30 - 8am £4.00 (pre-booked only)

## After School Collection

After-school collection from Balfour Primary and Downs Primary on Tuesdays, Wednesdays and Thursdays til 6pm. **£15 per session including Tea**

## Funding Explained

**Autumn Term starts Tuesday 6th September 2016**

If your child is eligible for funding from the Autumn term you can claim 12 hrs per week.

**Spring term starts Wednesday 4th January 2017**

If your child is eligible for funding from the Spring term you can claim 11 hrs per week

**Summer term starts Monday 24th April 2017**

If your child is eligible for funding from the Spring term you can claim 10 hrs per week

To calculate your monthly cost = total number of hours your child attends - funding entitlement x £5.50+meal costs x 48 divide by 12.

## Christmas Holidays and Inset Days

**Christmas Closure** - Monday December 26th  
 return Wednesday 4th January 2017

**Inset days** - Monday 5th September 1st 2016  
 Tuesday 3rd January 2017  
 Thursday 20th April 2017  
 The Nursery will be closed



# Pumpkin Patch Nursery

## Sessions required from September 2016

Child's Name: .....

D.O.B ...../...../.....

### Monday

AM session (8am -1pm)  PM session (1pm - 6pm)  Short Day (8am - 4pm)  Full Day (8am - 6pm)  PM Funded (1pm - 5pm)

### Tuesday

AM session (8am -1pm)  PM session (1pm - 6pm)  Short Day (8am - 4pm)  Full Day (8am - 6pm)  PM Funded (1pm - 5pm)

### Wednesday

AM session (8am -1pm)  PM session (1pm - 6pm)  Short Day (8am - 4pm)  Full Day (8am - 6pm)  PM Funded (1pm - 5pm)

### Thursday

AM session (8am -1pm)  PM session (1pm - 6pm)  Short Day (8am - 4pm)  Full Day (8am - 6pm)  PM Funded (1pm - 5pm)

### Friday

AM session (8am -1pm)  PM session (1pm - 6pm)  Short Day (8am - 4pm)  Full Day (8am - 6pm)  PM Funded (1pm - 5pm)

Any other requests (including days and times)

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## Early Starts

### 7am start

Monday  Tuesday  Wednesday  Thursday  Friday

### 7.30am start

Monday  Tuesday  Wednesday  Thursday  Friday

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## After School Collection from September 2016

(Downs and Balfour only)

School ..... Class: .....

Tuesday  Wednesday  Thursday

My child will be leaving Pumpkin Patch their last day of nursery will be? ...../...../.....

Please note that if your child is starting Reception Class in September but not attending a minimum of 15 hrs a week (while settling in) you are able to claim the remaining funding with us.

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## Siblings for the Waiting List

Child's Name: .....

D.O.B ...../...../.....

Start Date: ...../...../.....