



# Garden House Nursery



***Garden House Nursery: A place where children learn to socialise, build their confidence, feel secure and enjoy themselves!***

***Professional childcare in a homely environment. Childcare for 0 - 5 year Olds.***

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**Please return forms to: Garden House Nursery, 18A St Nicholas Street, Ipswich, IP1 1TJ.**

**T: (01473) 281616. E: [info@gardenhouseipswich.co.uk](mailto:info@gardenhouseipswich.co.uk) W: [gardenhouseipswich.co.uk](http://gardenhouseipswich.co.uk)**



# Garden House Nursery

## At Garden House you will find us to be...

### Professional...

Garden House prides itself on offering professional childcare in a homely environment. As a policy, we only employ qualified staff to be included in our staff to child ratios.



We believe that working with parents is vital to helping us provide excellent childcare and our staff take time to discuss, explain and adapt any aspect of your childcare.

### Experienced...

Garden House has been under the same family ownership since it opened in 1995.

All of our staff are fully qualified and receive training for their continuous professional development.

We have a well established management/leadership team - all of our Senior Staff have been with us for over 5 years and both the Nursery Manager and Deputy Manager have been at Garden House for over 12 years!



### A home from home...

Garden House has always been family owned and we aim to create a pleasant and homelike feel in our nursery.

### Friendly...

All staff at Garden House understand the importance of a warm welcome and consideration towards the needs of children and parents alike.

### Perfectly located...

We are situated right in the centre of Ipswich in beautiful historic buildings with a walled garden. We are also in easy walking distance of the library, museum and parks.

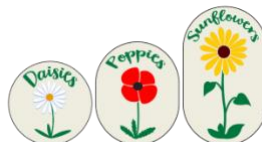


### Conscientious...

Garden House has had an ecologically friendly policy running since 1997. We use real nappies, make our own baby / children's foods and have a comprehensive recycling scheme. We even have our own wormery to compost our food waste.

### Reassuringly small...

Garden House offers small and exclusive rooms for each of the age groups to ensure your child will feel confident and relaxed, with their individual needs taken care of. Daisies Room - under 2's, Poppies Room - 2yr olds, Sunflowers Room - 3/4yr olds.



### Excellent at what we do...

#### Our Ofsted report 2016 says;

*"Staff are enthusiastic and motivated. They work well as a team to meet children's individual care and learning needs. They plan and provide a varied range of activities that support children's progress. Staff engage well with children, effectively supporting their development"*

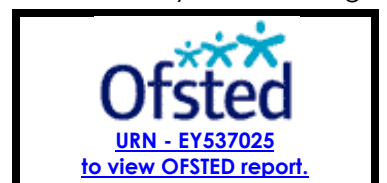
*"Children are happy and settled. They develop the confidence to embrace new experiences and become ready for school"*



*"The thoughtfully planned playrooms support children to engage in purposeful play. Children benefit from an interesting and varied range of resources that promote all areas of learning"*

*"Children develop good friendships with each other, play well together and have regard for each other's needs and feelings. They are supported well by staff to respect each other's similarities and differences and develop positive attitudes to others. Children feel safe"*

*"Key persons build friendly and trusting relationships with children and parents. Staff are committed to working together with parents and keep them informed about their children's day and learning"*





# Garden House Nursery

## Welcome to Garden House Nursery

At Garden House you will find one of the most forward thinking and progressive nurseries, combined with traditional good service and the highest quality of childcare.

Established in Ipswich town centre in 1995, Garden House has continued to expand the service it offers and improve the way it is provided, through innovation and ethical practice.

At the heart of the Nursery is our ethos that we should care for children in a homely, professional environment and at the same time care for the environment itself. Helping where we can to secure a future for those children to live in. To this end we have introduced;

- \* Real Nappies, one of the first Nurseries in East Anglia to do so! Information about Real Nappies can be found at [www.goreal.org.uk](http://www.goreal.org.uk)
- \* Homemade food, cooked fresh on the premises & Homemade Organic Baby food provided throughout your baby's weaning process.
- \* A full Recycling Scheme (including food waste - in our outdoor wormery, paper, card, metals and plastics.)

Kelly, our Nursery Manager, is always happy to meet with parents and discuss all aspects of the service we provide. Suggestions, comments and ideas are always welcome as we are constantly striving to improve our service.

This Prospectus and our most recent Ofsted report - [www.ofsted.gov.uk](http://www.ofsted.gov.uk) URN; EY537025 - should give you most of the information you will need to make an informed decision about your childcare. To be sure that you have made the right choice then please book an appointment to view our Nursery! Our experienced and knowledgeable Room Leaders/Senior Practitioners will be delighted to show you around and answer all of your childcare questions.

After you have visited us and you have made your decision and feel that Garden House is right for your family, then please complete and return the enclosed Enrolment Forms and Terms & Conditions form, along with your booking fee payment. *(If you are returning forms via post/email, you will be contacted to make the required payment via card)*

Once forms & payment have been received, you will receive written confirmation of your child's place and start date here at GARDEN HOUSE 😊



# Garden House Nursery



## Day Care Session Fees (from Jan 2018)

**ALL DAY CARE SESSION FEES INCLUDE\***; \*where relevant to the session time

- Fruit/Vegetable SNACKS every session (S)
- Freshly Cooked, Homemade, Hot, 2 Course LUNCH (L)
- Freshly prepared, 2 Course Afternoon TEA (T)
- Homemade Organic Food for Babies (under 1's) (Babies Formula milk must be provided readymade/measured, in named bottles)
- Real Nappies, Wipes & SudoCrem

SESSIONS	Session TIME (Between hours of)	0 - 2 year Old	2 - 5 year Old
Full Day (S,L,S,T)	8:00am - 6:00pm	£48.50	£46.50
Short Day (S*,L,S,T*) <i>(includes 10% Discount)</i>	Maximum of <b>7hrs</b> per Day	£43.65	£41.85
Half Day - Morning (S,L) or Half Day - Afternoon (S,T)	8:00am - 1:00pm or 1:00pm - 6:00pm	£26.00	£25.00

### DISCOUNTS

- Full Week - Full Days (Mon - Fri) = 10% Discount
- Full Week - Short Days (Mon - Fri) and Full Week - Half Days (Mon - Fri) = 5% Discount
- Sibling (OLDEST Child receives discount) = 5% Discount
- Holiday (with one calendar months notice) = 50% Discount

## Early Years & Two Year Old Funded Sessions

### EARLY YEARS (3-4yr Old) FUNDING

*(15 - 30 hours funded childcare during Term Time - additional charges apply)*

Every 3 & 4 year old is entitled to claim Early Years Funding of up to 15hrs per week. Some 3 & 4 year olds are entitled to an extended entitlement of up to 30hrs per week - an additional 15hrs.

This is during Term Time, a maximum of 38 weeks per year from the start of the term after their 3<sup>rd</sup> birthday.

\* Check your eligibility at [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk) record your 30hour Eligibility Code & contact management

FUNDED SESSION	TIMES	Funded Hours
Funded Morning (S,L)	8 am - 1 pm	5
Funded Afternoon (S,T)	1 pm - 6 pm	5
Funded Day (S,L,S,T)	8 am - 6 pm	10

Additional Charges	
MORNING- Snack & Lunch or AFTERNOON - Snack & Tea	£2.75
FULL DAY - Snack & Lunch and Snack & Tea	£5.50

### TWO YEAR OLD FUNDING

Families eligible for this funding must be in receipt of one or more of the qualifying benefits and are entitled to claim 2 year old Funding of up to 15hrs per week.

This is during Term Time, a maximum of 38 weeks per year from the start of the term after their 2<sup>nd</sup> birthday.

\* Check your eligibility at [www.suffolk.gov.uk/two](http://www.suffolk.gov.uk/two) record your Parent Reference Number & contact management

FUNDED SESSION	TIMES	Funded Hours
Funded Morning (S,L)	8 am - 1 pm	5
Funded Afternoon (S,T)	1 pm - 6 pm	5
Funded Day (S,L,S,T)	8 am - 6 pm	10

**TERMS & CONDITIONS; FULL TERMS & CONDITIONS OF SERVICE ARE PROVIDED AT THE BACK OF THIS PROSPECTUS**



# Garden House Nursery

**COMPLETE & RETURN THE FOLLOWING FORMS...**

## Enrolment Forms

Child's Name	
Start Date	____ / ____ / 2018

### DAY CARE SESSIONS (ALL YEAR)

(Please Tick ALL appropriate boxes)

	<u>FULL DAY</u> 8am - 6pm State times required	<u>SHORT DAY</u> (7hrs Max) State times required	<u>MORNING</u> 8am - 1pm State times required	<u>AFTERNOON</u> 1pm - 6pm State times required
MONDAY				
TUESDAY				
WEDNESDAY				
THURSDAY				
FRIDAY				

THIS SECTION IS TO BE COMPLETED ONLY IF IN RECEIPT OF 2, 3 or 4 YR OLD FUNDING - subject to current availability

### FUNDED SESSIONS (TERM TIME ONLY)

**3/4 YRS ONLY** (Please tick ALL appropriate boxes - MAX 15hrs or 30hrs - if eligible)

	<u>FULL DAY</u> 8:00am - 6pm	<u>MORNING</u> 8:00am - 1pm	<u>AFTERNOON</u> 1pm - 6pm
MONDAY			
TUESDAY			
WEDNESDAY			
THURSDAY			
FRIDAY			

**30 hour ELIGIBILITY CODE** (11 Digit code) =

**\*2 YRS ONLY** \*IF ELIGIBLE (Please tick ALL appropriate boxes - MAX 15hrs & record your reference number in the box)

	<u>FULL DAY</u> 8:00am - 6pm	<u>MORNING</u> 8:00am - 1pm	<u>AFTERNOON</u> 1pm - 6pm
MONDAY			
TUESDAY			
WEDNESDAY			
THURSDAY			
FRIDAY			

**PARENT REFERENCE NUMBER** =



# Garden House Nursery



## Child's Details

Legal First Name (on their birth certificate)	
Legal Middle Name (on their birth certificate)	
Legal Surname (on their birth certificate)	
Name Known as (if different from above)	
Gender	MALE / FEMALE
Date of Birth	____ / ____ / 20__

Please provide proof of child's Date of Birth.  
i.e. Birth Certificate, Passport, Health Record, European ID Card.  
(A copy will be kept on your child's confidential file)

Ethnic Origin	
First Language	
Second Language	
Religion	
Please state if you <u>do not</u> wish for your child to participate in any activities/festivals for religious reasons	



# Garden House Nursery



## Parent/Carer's Details

PARENT/CARER 1	MAIN CONTACT <i>We will always contact this person first.</i>
First Name	MR / MRS / MS / MISS
Surname	
Relationship to Child	
Home Address	
Post Code	
Home Phone Number	
Mobile Number	
Personal E-mail Address <small>*NOT A WORK EMAIL ADDRESS</small>	@
Employer Name/ Occupation	
Work Phone Number	

PARENT/CARER 2	<i>We contact this person if the Main Contact (named above) cannot be reached.</i>
First Name	MR / MRS / MS / MISS
Surname	
Relationship to Child	
Home Address <i>(If different from Parent 1)</i>	
Post Code	
Home Phone Number	
Mobile Number	
Personal E-mail Address <small>*NOT A WORK EMAIL ADDRESS</small>	@
Employer Name/ Occupation	
Work Phone Number	

If divorced/separated - Who has legal custody? <i>(Insert N/A if this does not apply)</i>	
Who does the child normally live with?	PARENT 1 / PARENT 2



# Garden House Nursery



## Emergency Contact Details (OTHER THAN THE PARENT/CARER)

Every effort will be made to contact you (Parent/Carer 1 & 2) but in the event that we cannot make contact with either of you, we require the details of at least one other relative/friend that we can contact if such a situation arises.

<b><u>CONTACT 1</u></b>	<i>We contact this person ONLY when the Parent/Carers cannot be reached.</i>
First Name	MR / MRS / MS / MISS
Surname	
Relationship to Child	
Home Address	
Post Code	
Home Phone Number	
Mobile Number	
Work Phone Number	

<b><u>CONTACT 2</u></b>	<i>We contact this person when the Parent/Carers or Contact 1 (named above) cannot be reached.</i>
First Name	MR / MRS / MS / MISS
Surname	
Relationship to Child	
Home Address (If different from Above)	
Post Code	
Home Phone Number	
Mobile Number	
Work Phone Number	





# Garden House Nursery



## Medical Details

### DOCTOR/GP

Doctors Name	DR
Surgery Name	
Surgery Address & Post Code	
Phone Number	

*\*Please insert N/A if the following does not apply - DO NOT leave Blank.*

Allergies	
Dietary Requirements	
Health Requirement/ Medication	
Are all Immunisations up-to-date?	

Is there any Social Care or other agency involvement? i.e. Speech Therapy or Health Visitor. <i>(Insert N/A if this does not apply)</i>	
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## MEDICAL DECLARATION

*In an emergency, every effort will be made to contact you (the parent/carer) and the named emergency contact, as soon as reasonably possible. If we are unsuccessful we require your consent to take appropriate action.*

*In the event of a medical emergency I give my permission for **Garden House Nursery** staff to seek emergency medical advice and for my child to be taken to a doctor or hospital for medical treatment, should it be deemed necessary.*

Parent/Carer PRINT NAME	
Parent/Carer SIGN	
Date	____ / ____ / 2018

**\*\*BOOKINGS ARE NOT GUARANTEED UNTIL YOU HAVE RECEIVED WRITTEN CONFIRMATION - WE MUST RECEIVE YOUR BOOKING FEE and SIGNED TERMS & CONDITIONS WITH THESE FORMS \*\***