



DISCOVER . DREAM . ACHIEVE

PARENT HANDBOOK 2026 - 2027

Welcome to The Pumpkin Patch

Dear Parents and Guardians,

We are delighted to welcome you and your child to The Pumpkin Patch. Our preschool is dedicated to providing a warm, nurturing, and stimulating environment where children can explore, learn, and grow. We believe that early childhood education lays the foundation for a lifetime of curiosity, creativity, and academic success.

At The Pumpkin Patch, we emphasize a play based, child centered approach that fosters both intellectual and emotional development. Our dedicated teachers and staff work closely with families to create a supportive learning community that nurtures each child's unique potential.

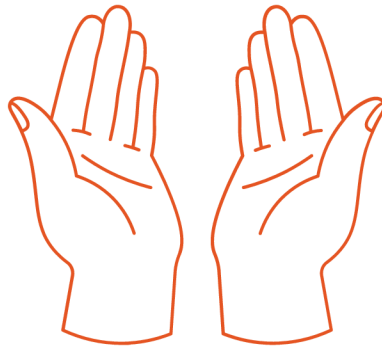
This Parent Handbook serves as a comprehensive guide to help you understand our school policies, Curriculum approach, fee structure, and other valuable information to understand our approach towards a positive learning environment. We encourage you to read through this handbook carefully, as it will provide valuable information on how we can work together to ensure a positive and enriching experience for your child.

If you have any questions or need further clarification, please do not hesitate to reach out to us. We look forward to an exciting and joyful learning journey with you and your child.

Warm regards,



Ms. Warda Gaffur
Principal | Head of School



Our School Prayer

O Lord we thank you for this day, for friends, fun and play.
Bless our Parents, Siblings, Neighbours, Principal, Teachers and rest. Guide us on our
way to make the world a better place.
Ameen



Our School Motto

Discover

We spark curiosity through playful exploration every day

Dream

We nurture imagination to help little minds dream big

Achieve

We celebrate every step as children grow and thrive

Why The Name Pumpkin Patch

We chose to name our daycare school "The Pumpkin Patch" to align perfectly with our motto: Discover, Dream, and Achieve. Just as a pumpkin patch is a vibrant, nurturing environment where each pumpkin grows and thrives, our daycare provides a supportive space where children can explore their world, cultivate their imaginations, and reach their fullest potential. The name evokes a sense of wonder and discovery, inviting children to dream big and achieve great things. It represents a community where each child is encouraged to discover their unique talents, dream ambitiously, and achieve their goals through guided learning and play.

Our Vision

To create a nurturing space where children thrive emotionally, socially, and academically.

Our Mission

To provide a play-based, child-centered early learning experience that builds strong foundations for lifelong learning.

Our Core Values

Safety First – We ensure every child is cared for in a secure, clean, and well-supervised setting.

Joyful Learning – We believe children learn best through play, exploration, and discovery.

Respect & Kindness – We treat every child and family with warmth, empathy, and understanding.

Inclusion & Diversity – We welcome and celebrate all cultures, backgrounds, and abilities.

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Growth & Development – We support each child's individual journey.

Our Commitment to Parents

We are your partners in parenting. At Pumpkin Patch, we commit to:

- Regular and transparent communication about your child's progress.
- Creating a welcoming environment where parents feel supported and informed.
- Offering opportunities for family involvement and feedback.

Daily Schedule Overview

our daily schedule is thoughtfully designed to provide a balanced routine that supports your child's physical, emotional, social, and cognitive development. Young children thrive on structure and predictability, so our days follow a consistent rhythm that helps them feel safe, confident, and engaged.

Time	Description
7:45 AM	Arrival & Free Play
8:30 AM	Pre F- Arrival & Free Play
9:00 AM	Circle Time & Structured Activities
10:30 AM	Snack & Outdoor Play
11:00 AM	Creative Sessions / Story Time
11:30 AM	Rhymes and Movements / Pre-F Home Time
11:45 AM	Foundation Stage 1 - Home Time
12:00 PM	Foundation Stage 2 - Home Time
12:15 PM	Reception - Home Time

Friday Home Time

* 11:30 AM for all classes

Our Curriculum

At Pumpkin Patch, we offer a unique blend of the UK's Early Years Foundation Stage (EYFS) and the internationally acclaimed Cambridge Early Years curriculum. This integrated approach ensures that children aged 1.5 to 6 years receive a balanced education that nurtures their personal, social, emotional, and academic development.

Key Features:

- **Holistic Development:** Emphasizing play-based learning to foster creativity, curiosity, and confidence.
 - **Structured Learning:** Introducing structured academic concepts in literacy, numeracy, and science to prepare children for future educational stages.
 - **Personalized Approach:** Tailoring learning experiences to meet each child's individual needs and developmental stage.
 - **Global Perspective:** Incorporating international best practices to provide a broad worldview and cultural understanding.
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Curriculum Highlights:

- **Personal, Social, and Emotional Development:** Building self-awareness, empathy, and interpersonal skills.
 - **Communication and Language:** Enhancing listening, speaking, and early literacy skills.
 - **Physical Development:** Promoting fine and gross motor skills through active play.
 - **Literacy and Mathematics:** Introducing foundational concepts in reading, writing, and numeracy.
 - **Understanding the World:** Exploring science, technology, and cultural diversity.
 - **Creative Expression:** Encouraging imagination through art, music, and drama.
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Why Choose The Pumpkin Patch

- **Experienced Educators:** Our teachers are trained in both EYFS and Cambridge methodologies.
- **Safe and Stimulating Environment:** Providing a nurturing space that encourages exploration and learning.
- **Parental Involvement:** Engaging families in the educational journey through regular updates and collaborative activities.
- **Continuous Assessment:** Monitoring progress to ensure each child achieves their developmental milestones.

Extra Curriculum Activities

At Pumpkin Patch, we believe learning extends beyond the classroom. Our extracurricular activities are designed to spark creativity, critical thinking, build confidence and develop new skills. From arts and craft to swimming, outdoor exploration, PE, show and tell, sand and water play, children engage in fun, enriching experiences that support their holistic growth and social development.

- **Swimming:** Our fun and safe swimming sessions help children build confidence in water and improve coordination. Led by trained instructors, it's a joyful way to support physical development.
- **Sand and Water Play:** This sensory-rich activity enhances creativity, fine motor skills, and early science learning. Children explore textures, cause and effect, and imaginative play in a relaxed setting.
- **Audio / Video:** Through music, stories, and educational videos, kids engage with language, rhythm, and visual learning. It's a fun way to stimulate imagination, listening skills, and early communication.
- **Educational Field Trips:** Carefully planned outings introduce children to real-world experiences beyond the classroom. From farms to museums, every trip inspires curiosity and lifelong learning.
- **Outdoor Exploration:** Nature walks and garden time encourage observation, movement, and connection with the environment. Children learn about seasons, plants, insects, and more through hands-on discovery.
- **PE (Physical Education):** Through structured play and movement, kids build strength, balance, and teamwork skills. Our PE sessions promote healthy habits and joyful physical activity.

Home Activity Pack

Every Friday, children will receive a home activity pack to reinforce learning at home. Please return the complete pack in the same folder by the following Wednesday for review and corrections. This helps us track progress and provide any necessary support.



Receive on Friday



Return on Wednesday

Our Educational Philosophy

We believe that children learn best through play, exploration, and guided discovery. Our curriculum is designed to support whole child development by integrating the following approaches:

01 Literacy & Numeracy Foundations

- Builds early reading, writing, and math skills through fun, age-appropriate activities.
- Focuses on language development, phonics, counting, shapes, and patterns.

02 Understanding the World (UTW)

- Encourages curiosity about nature, people, places, and technology.
- Promotes observation, exploration, and learning about the environment and community.

03 Creative Arts & Expression

- Offers opportunities for painting, drawing, crafts, and imaginative play.
- Helps children express themselves and develop fine motor skills.

04 Music & Movement

- Develops rhythm, coordination, and listening skills through singing, dancing, and instrument play.
- Boosts confidence and physical expression.

05 Outdoor Play & Exploration

- Provides daily outdoor time for running, climbing, and nature-based learning.
- Enhances physical health, risk awareness, and sensory development.

06 Social-Emotional Development

- Teaches empathy, sharing, and emotional regulation through group play and storytelling.
- Builds self-confidence and positive peer relationships.

Student Profile

At The Pumpkin Patch, we embrace the uniqueness of every child while nurturing essential developmental skills. Our ideal student profile includes:



**Curious
learner**



**Confident
communicator**



**Creative
thinker**



**Joyful
Learners**



**Kind
friend**



**Growing
individual**



We believe that every child is
**capable, competent, and ready to learn in
their own unique way.**

Our goal is to guide them in building
confidence, curiosity, and compassion
as they take their first steps in their educational journey.

Teaching Methods

Our educators use a combination of structured instruction and free play to create a well-balanced learning experience.



01 Hands-On Learning

Children engage in active exploration, using real-world materials to enhance understanding.



02 Teacher-Guided & Child-Led Learning

Encouraging curiosity and problem-solving through discovery-based experiences.



03 Outdoor Learning

Utilizing nature as a classroom to develop observation skills and appreciation for the environment.



04 Whole-Child Approach

Addressing cognitive, emotional, social, and physical development.

Class Categories & Age Groups

01 Pre Foundation 2 – 3 years old

- Focuses on early socialization, sensory exploration, and foundational motor skills.
- Activities include music, movement, hands-on exploration, and simple routines to build independence.

Daily Structure

- Circle time with songs and stories.
- Sensory play activities such as water tables, finger painting, and texture boxes.
- Gross motor development through soft play and movement exercises.
- Snack time and supervised free play.

02 Foundation Stage 1 3 – 4 years old

- Encourages language development, cooperative play, and problem-solving.
- Introduces early literacy, numeracy, and creative arts through play-based learning.

Daily Structure

- Morning greetings and structured group activities.
- Learning centers that focus on letters, numbers, and fine motor skills.
- Outdoor play to develop physical coordination and teamwork.
- Thematic storytelling and hands-on science exploration.

03 Foundation Stage 2 4 – 5 years old

- Prepares children for Reception readiness by enhancing cognitive, motor, and social skills.
- Engages students in structured activities, group discussions, and hands-on experiments to foster curiosity and academic growth.

Daily Structure

- Interactive literacy sessions (sight words, phonics, early writing practice).
- STEAM (Science, Technology, Engineering, Arts, Math) activities.
- Social-emotional learning through guided role-playing and problem-solving games.
- Outdoor nature exploration and physical fitness activities.

04 Reception 5 – 6 years old

- Builds a strong academic foundation while supporting independence, confidence, and critical thinking.
- Encourages active participation through project-based learning, collaborative tasks, and inquiry-led activities.

Daily Structure

- Advanced literacy and numeracy sessions (reading fluency, sentence writing, number operations).
- Montessori-inspired practical life and sensorial activities.
- Thematic learning projects integrating science, environment, and global awareness.
- Outdoor play focused on physical agility, team games, and exploration.

School Hours & Drop-Off/Pick-Up Policy

Please ensure your child arrives on time, as classes begin promptly at 8:45 AM every day. Children are required to report to school as follows:

- **Monday to Thursday: 8:00AM – 12:00 PM**
- **Friday: 8:00 AM – 11:30 PM**



Morning Drop-Off

7:30 – 8:30 AM (Late arrivals require prior notice)



Afternoon Pick-Up

12:00 – 1:00 PM

Pick up time

Children are to be picked up latest by 1:00 PM. Parents of children collected later than 1:00 pm will require to pay penalty of Tsh 5,000/- upon collection.

Authority Card for Pick-Up

Parents must fill in the details on the Authority card, officially sent by school to pick up their child. This policy must be implemented from the first week of the school calendar without exception.

Children will be only allowed to leave premises with the person who holds the stamped authority cards. Failing to do so the child will remain under staff supervision until contact with a parent/guardian is made.

Parents are advised to notify the school immediately in case of loss/misplacement of the Authority card.

NB: All authorized individuals must present recent and clear photo identification attach to the card.

Absenteeism and Late Coming Policy

- Absenteeism:
 - If your child will be absent, please notify us by 8:30 AM via phone or WhatsApp.
 - For absences longer than two days, a written note or email is required.
 - Unexplained absences exceeding three consecutive days will require a follow-up from the school.
- Late Coming:
 - Children arriving after 8:30AM will be marked as late.
 - Frequent late arrivals disrupt the class and learning. After three late arrivals in a month, parents will receive a notification.

Dress Code Guidelines

For safety and comfort, we ask that children wear Pumpkin Patch Uniform as per the dress code



Boys
(Navy blue t-shirt with khaki shorts)



Girls
(Navy blue pinafore dress)



- Team coloured t-shirts every Wednesdays (orange, yellow, blue and green with Navy shorts)
- PE uniform (check timetable for PE lessons. White t-shirt and Navy blue shorts)

White socks, comfortable, closed-toe footwear suitable for play and physical activities

Grooming Guidelines

- Girls' Hair: Should be neatly styled. If the hair is long, it should be tied back or in a simple style that does not obstruct vision or learning.
- Boys' Hair: Should be kept neat and no longer than 2 inches in length.
- Jewelry: No jewelry except for simple and tiny earrings.

Please ensure your child is dressed and groomed in accordance with these guidelines to promote a neat and professional environment.

Extra Clothes

- A set of extra clothes (clearly labeled with your child's name)
- A small bag for storage

What Not to Wear

- Clothing with inappropriate images, logos, or slogans.
- Jewelry or accessories that pose a safety risk (e.g., dangling earrings, long necklaces).
- Costumes or dress-up clothes (except on designated theme days).
- Shoes with wheels, flip-flops, or heels.

Items Not Allowed at School

- Toys from home : Except for special sharing days
- Electronic devices : Tablets, smartwatches, phones
- Expensive or sentimental items : The school is not responsible for lost or damaged items

Health & Wellness Policies

At Pumpkin Patch, we prioritize the health and safety of all our children. To prevent the spread of illness, we kindly request the Parents not to send sick children to school instead seek medical advice. However, if your child develops the symptoms during the school session, we are there to attend the minor illness or otherwise we will notify you to pick them up promptly.

When to Keep Your Child at Home

Children must stay home if they have:

- Fever of (38°C) or higher (must be fever-free for 24 hours without medication to return).
- Vomiting or diarrhea in the past 24 hours.
- Unexplained rash, pink eye, or contagious illness.
- Persistent cough, difficulty breathing, or flu-like symptoms.

Medication Policy

Prescription medications require a Medication Authorization Form from a doctor.

All medication must be in original packaging and given directly to the management of the school

No medication (including cough drops) should be left in a child's backpack

Allergy & Food Safety Policy

Parents must disclose food allergies or dietary restrictions during enrollment on the allergy & medical information form

EpiPens and inhalers must be provided by parents if needed.

Any related medical issue must be disclosed on the allergy and medical information form



At The Pumpkin Patch, we prioritize student health and well-being. Our policies help create a safe, clean, and supportive environment for all children.

Meals and Nutrition

At Pumpkin Patch, we encourage children to bring their own food from home to ensure safety and accommodate all dietary needs, especially allergies.

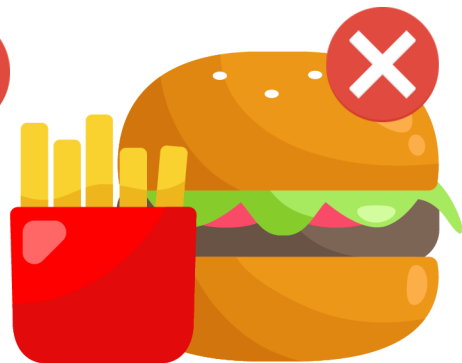
We aim to promote healthy eating habits and appreciate your support in doing so.

Home-Packed Lunch & Snack Policy

- Parents should pack home snacks and meals
- should be healthy and balanced, avoiding sugary snacks and sodas
- We encourage enough drinking water in proper water storage bottles

Foods we discourage

- Chips, candy, chocolate, and soft drinks.
- Processed fast food or highly sugary items.



Parent Involvement

At The Pumpkin Patch Daycare, we believe that a strong partnership between families and educators is key to a child's early development. We actively encourage parent involvement and aim to maintain open, respectful, and consistent communication with all families.

Communication Between School & Parents

We prioritize open and transparent communication with families. Below are the ways we keep parents informed:

- Weekly newsletters
- Class WhatsApp groups
- Parent-Teacher Conferences
- Open-door policy

School-Wide Volunteering

- **Field Trip Chaperones**
Supervising a small group of students.
- **Event Planning Committee**
Assisting with school-wide events.
- **Fundraising & Donation Drives**
Helping organize fundraising efforts.

Classroom Involvement

- **Guest Reader Program**
Parents can visit the class to read a story.
 - **Special Skills Sharing**
Parents with unique skills (music, cooking, art) can lead an activity.
 - **Helping with Art & Science Projects**
Assisting children with hands-on activities.
-

Parent-Teacher Conferences

Formal parent-teacher conferences are scheduled ahead of time and to be notified

School Visitation Policy

Parents are welcome to visit the school, but for security reasons, the following policies apply

- All visitors must check in at the front gate and office and wear a visitor's badge.
- Classroom observations should be pre-arranged with the teacher.
- parental visit hours are
- Official office visitation hours

12:30 P.M – 2:00 P.M



8:30 A.M – 2:00 P.M



Birthday & Celebrations

At Pumpkin Patch, we love celebrating birthdays! Any child having their birthday during school day can come in home clothes for the day

Parents Information

- **Please inform teachers in advance**
to help with planning. Class teachers will advise for timing. We'd appreciate if parents arrive punctually, to allow class celebrate before going for break.
- **Parents are welcome to send simple treats**
Just ensure dark colours and nuts are NOT used for allergies and dietary restrictions.
- **Goody bags and gifts are allowed**
for distribution, except for colourful goodies and sugary treats. We advise to bring educational items or healthy snacks.



Enrollment Eligibility

Children must meet the following requirements to enroll at The Pumpkin Patch:

01 Pre Foundation
2 – 3 years old

02 Foundation Stage. 1
3 – 4 years old

03 Foundation Stage. 2
4 – 5 years old

04 Reception
5 – 6 years old

Children must meet all immunization requirements before the first day of school.

Required Documents for Enrollment

Parents must submit the following documents to complete the registration process:

1. Completed Enrollment Form

available at the school office or within this booklet

2 Birth Certificate or Passport Copy

Birth certificate or passport copy for identification purposes

3 Doctors Medical Reports if Required

If child has a medical condition or allergy, a medical report may be necessary

4 Passport Size Pics

3 passport sizes pictures of the child

All required documents must be submitted before the child's start date.

Enrollment Process & Timeline



STEP 1

Family Meeting & School Tour

Parents and children are encouraged to visit the school, meet the teachers, and observe the classroom environment.



STEP 2

Application Submission

Parents must fill out the enrollment form and submit all required documents.



STEP 3

Admission Confirmation & Payment

Once accepted, families will receive a welcome package, along with an invoice for the registration fee and selected tuition payment payment.



STEP 4

Orientation & First Day of School

Before starting school, parents must attend an orientation session to review expectations, classroom procedures, and transition tips for their child.

Tuition & Fees Policy

We offer flexible payment plans to accommodate families' needs. Below are the tuition fees for the 2026–2027 school year:

Pre Foundation Stage

Date Of Payment	OPTION. 1 Annual Payment Plan	OPTION. 2 Biannual Payment Plan	OPTION. 3 Termly Payment Plan
10 th October 2026	Tsh 2,500,000	Tsh 1,250,000	Tsh 625,000
10 th January 2027			Tsh 625,000
14 th March 2027			Tsh 625,000
9 th May 2027		Tsh 1,250,000	Tsh 625,000

Foundation Stage .1 | Foundation Stage .2 | Reception

Date Of Payment	OPTION. 1 Annual Payment Plan	OPTION. 2 Biannual Payment Plan	OPTION. 3 Termly Payment Plan
10 th October 2026	Tsh 2,300,000	Tsh 1,150,000	Tsh 575,000
10 th January 2027			Tsh 575,000
14 th March 2027			Tsh 575,000
9 th May 2027		Tsh 1,150,000	Tsh 575,000

Additional Fees

1. Non-Refundable Registration Fee

Tsh 400,000 (due upon acceptance per child)

3 Uniforms

Uniform cost Tsh 150,000
(Applicable for Boys and Girls)

2 Learning Material

Tsh 100,000 Applicable for Pre Foundation, Foundation Stage.1 , Foundation Stage .2 and Reception.

4 Late Payment Fee

If tuition is unpaid by the due date, a 10% penalty will apply to that term

Sibling Discount

Families enrolling more than one child at a time will receive a 5% discount on tuition fees for one child

Payment Info

Below are our accounts for payment purposes.

All school fees are to be paid to the school bank account indicated below.

DTB (Diamond Trust Bank) | Tanzanian Shillings

Account Name	The Pumpkin Patch
Account Number	0296 - 7530 - 01
Branch	Upanga

CRDB Bank | Tanzanian Shillings

Account Name	The Pumpkin Patch
Account Number	0150 - 8022 - 3780 - 0
Branch	Lumumba

STANBIC Bank | Tanzanian Shillings

Account Name	The Pumpkin Patch Daycare
Account Number	9120 - 0038 - 8069 - 7
Branch	Heado Office Main Branch

M-PESA Lipa Number | Tanzanian Shillings

Account Name	The Pumpkin Patch
Lipa Number	68065062

M-Pesa Lipa number will be used as an alternative payment method for other activities.

NOT FOR SCHOOL FEE PAYMENT

School Year Calendar 2027

Jan 2027						
S	M	T	W	T	F	S
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3	4	5	6	7	8	9
10	11	12	13	14	15	16
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31						

Feb 2027						
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Mar 2027						
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Apr 2027						
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May 2027						
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30	31					

Jun 2027						
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Jul 2027						
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Aug 2027						
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Sep 2027						
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Oct 2027						
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31						

Nov 2027						
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Dec 2027						
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				31		

Jan 2028						
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23	24	25	26	27	28	29
30	31					

CALENDAR KEY

	Start/End of Term/School resumes
	Parental Orientation
	PTC/ Report card day
	National Holidays
	School Events
	School Holidays
	Assessment Week

Pumpkin Patch Academic Summary- 2027

Total Academic Days- 190 days

Holidays- 70 Days:

Term 1 Jan-Apr

Term 2 May-Aug

Term 3 Sept-Dec

Calendar subject to change based on official guidelines and moon sighting.

The background features a repeating pattern of small, light-colored school-related icons such as lightbulbs, calculators, backpacks, and books. Overlaid on this are large, vibrant geometric shapes in shades of orange, blue, and red, including circles, triangles, and semi-circles, some containing smaller white geometric patterns.

The Pumpkin Patch

Discover / Dream / Achieve

Contact Support

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