



Welcome Pack

September 2026

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Welcome

Dear Parents,

Thank you for choosing Butterflies to support your child's care and early education. We are committed to providing them with the best possible experience and will keep you regularly updated on their growth and achievements. Throughout your time with us our partnership is key, and your child's designated keyworker will maintain detailed records via the Tapestry journals and care diary (Toddles only).

We kindly ask that you complete the "All About Me" section on Tapestry. This helps staff to connect with your child and better support them. Please could you notify your child's keyworker of any changes that could impact their wellbeing or development.

We have gathered essential information in this welcome pack, and we hope it answers any questions you may have. We appreciate your involvement and support in your child's journey with us. If you have any questions or need further information, please feel free to contact us at any time.

You can find our full set of policies on our website at butterfliespreschool.com

We cannot wait to welcome you and your family.

Jeni and the Team



Butterflies Toddlers & Nature Pre-School

Term Dates 2026–2027

Autumn Term 2026

Term Starts: Monday 7th September 2026

Half Term: Monday 26th October – Friday 30th October 2026

Term Ends: Friday 18th December 2026

Spring Term 2027

Term Starts: Monday 4th January 2027

Half Term: Monday 15th February – Friday 19th February 2027

Term Ends: Friday 26th March 2027

Summer Term 2027

Term Starts: Monday 12th April 2027

Half Term: Monday 31st May – Friday 4th June 2027

Term Ends: Friday 16th

July 2027

Notes:

- Closed on Bank Holidays

Attendance Policy

Butterflies Pre-School has a duty to monitor each child's attendance. It is not a legal requirement for children to attend a setting, but all children who attend the setting are under our care. Therefore, we have a duty to safeguard them.

Parents/carers are asked to please notify staff of any expected or unexpected absence by phone or Tapestry. Expected absences such as holiday dates can be given verbally to any member of staff.

The Designated Safeguarding Lead (DSL) reviews attendance weekly to look for patterns and unusual absences.

Fees and Funding

- Fees remain payable during periods of absence.
- The local Council must be notified where children in receipt of Early Years Free Entitlement are absent for more than two weeks in a term.

Please see the Attendance Policies online in the Complete Policies Pack if you require further information.

Uniform

Uniform can be purchased from www.mediaandmore.co.uk.

Whilst uniform is not mandatory it is helpful.

For Lodge children in the winter a fleece is essential to keep warm and provide extra layers.

A suggested Forest School clothing list will be provided in the Autumn term.

Lodge children require closed toed trainers and wellies, no crocs. Unless specified in a heat wave they also require long trousers.

Key Worker

You will receive the name of your child's keyworker and an introduction in advance of your **child starting**.

- We allocate a key person to each child before they start (see Settling In Policy).
- During the first week of term parents will receive a message from their child's key person on Tapestry.
- The key person offers unconditional regard for the child and is non-judgemental.
- The key person acts as the key contact for the parents and has links with other carers involved with the child such as a childminder and co-ordinates the sharing of appropriate information about the child's development with those carers.
- The key person is responsible for developmental records and for sharing information on a regular basis with the child's parents to keep those records up to date, reflecting the full picture of the child in our pre-school and at home.
- This will include a 2-year check, next steps, wow moments and a school leavers report.
- Tapestry is used as our main form of written communication. Parents will receive photos and messages regarding their child's development, wow moments and other experiences at the nursery.
- We promote the role of the key person as the child's primary carer in the pre-school and as the basis for establishing relationships with other staff and children.
- When the child changes settings, the key person is responsible for producing any necessary transition details.

Settling in Policy

It is essential that every child attending our pre-school is made to feel welcome and secure. Our pre-school environment will be a new experience for each child, it may be your child's first-time attending pre-school, or your child may have attended a pre-school previously. Whatever the circumstances each child will adjust and settle at a different pace. Our aim is to make this process as reassuring and comfortable as possible to meet each child's needs.

We offer a summer term Induction Session where pupils and families can meet the staff and play at the nursery. We find this day to be very beneficial as it allows parents to connect with other families, allows an opportunity for them to explore the setting with their children and to ask any questions.

We use Tapestry to communicate with parent/carer(s) throughout the session. During the settling in process with aim to provide several updates a week including photos to let parent/carer(s) know how a child is doing. If a child is particularly unsettled when the parent leaves, we endeavour wherever practical and possible to provide a Tapestry post once the child is settled.

Parents can usually predict how they think their child is going to react to starting pre-school. It can often be the information provided by the parent's that can help us to settle a child into pre-school in a way that is least upsetting to the child. We like to speak to all our parents before their child starts pre-school so that we can ascertain what we think will be the best way to settle them with the parents help.

We offer staggered starts and reduced hours when settling in a child. Many children will not settle on their first visit so you may need to repeat this process on several occasions until your child seems happy to leave you. Some children take longer to settle than others to settle.

Your child's key worker and other staff will be on hand to help comfort your child should they become upset. If the child becomes upset once you have left, we will try to reassure the child and encourage them to play, we will not allow your child to be upset for too long. If we cannot settle them in a short space of time, we will contact you to come back.

Regardless of your child's reaction to their first pre-school sessions our staff will be supportive and allow the child to settle at their own pace. They will be appointed a key worker within the first couple of sessions in order they have one person to care for their needs and your point of contact.

Butterflies Pre School Packed Lunch Policy

Yes, to the following:

(ideally a max of one item from each group, except fruit/veg - no limit):

We are a nut free school.

Main Sandwich Wrap Cheese & crackers Crackers & humous Pasta Warmed items in thermos: Pasta Soup Stews Homecooked food	Add-on Boiled egg Scotch eggs* Meat items such as salami, chicken (or veggie alternative) Mini sausages* Sausage/cheese roll Falafel Healthy dips - eg, humous, tzatziki etc.	Fruit Banana Grapes* Blueberries Apple Strawberries Melon Raspberries Pear Etc.
Vegetables Carrot sticks Cucumber Sliced peppers Tomatoes (cherry tomatoes*) Olives* Salad Sweetcorn/peas Sugar snap peas Etc.	Dairy or Dairy Alternative Yogurt pot (natural or fruit flavour only- yogurts designed for children have a lower sugar content) Cheese slices or Babybel type cheese (or dairy free alternative)	Other (only 1 from this category) Rice cakes Breadsticks Small bag of crisps (baked alternatives are healthier) Vegetable crisps Fruit/malt loaf A biscuit These are permitted but please ensure they form part of a balanced lunch

* Choking hazard - these MUST be cut lengthways, please send these items already cut.

Children must bring in a named water vessel. No squash/juice or other drinks are to be sent in.

No thank you, please do not send in:

Chocolate spread Chocolate covered biscuits Iced biscuits Chocolate flavoured yogurt/desserts Chocolate bar Popcorn (choking hazard) Sweets of any kind Pre-packed fruit treats (fruit winders, bear products, fruit bowl products) – there is a high sugar content in these items. Raisins Dunkers (due to the high fat/salt/sodium/sugar content) STRICTLY NO NUTS OR NUT PRODUCTS	We ask for these items not to be included either because they are not healthy options, or due to safety reasons. Treats are best saved for home. You can find further guidance and ideas on healthy eating at: https://www.nhs.uk/healthier-families/recipes/healthier-lunchboxes/ We appreciate your understanding and support
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Our Curriculum: The Toddle Hut

The Toddle Hut offers bespoke and nurturing care for our 1 and 2 year olds. We focus on supporting children's growth and development through a wide range of activities, including sensory play, arts and crafts, songs, rhymes, music and movement, and other traditional pre-school activities.

Our 1 year olds have a dedicated space and are cared for in a small, intimate group. We tailor our provision to meet the individual needs of each child. Every child has a personalised plan, created in partnership with staff and families. We aim to keep sleep and feeding routines as close to home as possible to ensure children feel secure and settled.

There are many opportunities for play and exploration outdoors in our dedicated baby garden at Butterflies.

In Spring and Summer, the babies also join Nature School adventures, travelling in our off-road buggy to explore the natural environment.

For our 2–3 year olds

Free-flow play is available, allowing children to access the garden area in all weathers throughout the day. They are also taken in small groups to the Secret Garden, where they can experience balancing activities and use the larger children's equipment.

As children approach their third birthday, they are gently and gradually transitioned into the Lodge. This supports their emotional wellbeing, as they remain with familiar staff and are given time to become confident in their new environment.

Our Curriculum: The Lodge

Butterflies Preschool runs a **hybrid** approach; the Nature School combines the very best from traditional preschool with Forest School elements. As practitioners we are here to facilitate the learning and natural development of each child through observation, scaffolding, support and role modelling. We provide children opportunities to extend their learning, peer-peer role modelling and to connect their understanding with the world around them.

We aim to foster a love of the outdoors and instil the importance of sustainability whilst empowering children to care for the world around them. Our free flow indoor-outdoor approach provides children the opportunity to direct their own learning. We ensure that there are creative, sensory, construction and role play opportunities both inside and outside. Our approach is individual and led by each child as they are each on their own journey to **explore, discover and grow**.

On Site

At Butterflies Pre School we are a blessed with a fantastic natural landscape. All children at Butterflies are given access to the outdoors in our garden space. The children are not limited to the amount of time they can spend outdoors during the morning and afternoon sessions. Our purple suits/all in one suit and fleeces help to keep children dry and warm so that outdoor play can continue regardless of the weather.

The sand pit, mud kitchen, outdoor painting, construction and digging area are open daily providing a range of play and learning opportunities. Weather permitting, the Secret Garden and balancing areas are also open.

Children at the Nature School also experience campfires where we share songs, stories and enjoy the sensory experience. At least once a term the children help to prepare and cook a snack over the fire, be that bread, soup or pizzas! Small hand tools such as palm drills are also used. All fire and tool sessions are run by a trained Forest School Practitioner.

Off Site

Adventure Walks are a fantastic off-site opportunity in which children can explore Happy Valley and Farthing Downs. These walks take place during Morning and Afternoon sessions, or full day adventures, depending on the day. The walks allow smaller groups of children to play and learn in nature.

These walks may include a specific focus such as den building, tree identification, climbing, balancing, literacy and numeracy games, bug hunts or pond dipping. We practice a 'Don't Lick, Don't Pick' policy which protects children and the environment.

Inside The Lodge

Inside the Lodge we run a traditional Pre School. We are a free flow setting, which means the children can move between indoors and outdoors and direct their own learning.

Our dedicated book corner promotes a love of literacy and language. Children can read books independently or with teaches and peers.

We have a sensory table indoors where we routinely rotate between kinetic sand, playdough and other sensory play. Children develop fine motors skills through cutting and rolling, play dough mats are used to teach letter identification, numeracy, facial expressions and seasonal changes.

Our construction and building areas include multiple mediums such as Duplo, blocks/bricks, trains and tracks and magnetic tiles.

Expressive Arts and Design activities include child led creativity such as painting, chalk art, drawing, collage, cutting and sticking and teacher led crafts.

The role play area, home corner and dress up allows children to play and discover with imaginative and 'real world' scenarios.

Puzzles, numeracy games, counting blocks and other resources are on shelves for children to select and explore.

Our learning and songs and activities are often centred around a theme which the children's previous learning and interests have inspired. Some of our favourites include Space, Dinosaurs, Winter Animals and Habitats, Butterflies and Spring, and Mythical Creatures.

Butterflies Pre-School Parental Agreement Contract

Butterflies Pre School Pledges:

- To keep your child happy and safe while in our care.
- Help your child to learn through play.
- To keep you informed with their progress in line with the EYFS Guidance.
- To monitor their progress and carryout development checks.
- To work with outside agencies if your child needs this support.
- Your child's keyworker will work with you and keep you updated with pictures and feedback about your child's progress and general information on their days with us.
- We will provide a daily healthy snack and ensure drinking water is always available.
- To contact you if your child feels unwell or unsettled for whatever reason.
- To ensure your child's personal welfare needs are met at all times.
- A promise to provide a fun safe environment and the best start for their first experience of school!

Parents and Carers of Butterflies Pupils Pledge:

Drop off and Collection:

- To arrive and collect on time. (late fees can be charged for late collection)
- To take full responsibility of your child as soon as your child has been handed to you.
- To not use mobile phones in the setting or during collection/drop off.
- Butterflies Pre-School takes no responsibility for the carpark, please park considerately and watch for the safety of our children.

Payments and Funding:

- To pay Fees by first week of every half term or by arrangement with Jeni.
- To ensure if paying using the 30 hour funding to keep this in date and renew when needed.
- To inform Jeni when every payment made.
- To give one terms notice of removal of a child both funded and funded.

Attendance and Illness:

- Not to send your child into Pre-school if running a temperature and needing CALPOL.
- Not to send your child if they have been sick had an upset tummy or diarrhoea. Please wait until your child is symptom free for 48 hours.
- If your child requires antibiotics please wait 24 hours after the first dose for them to return to nursery.

- To inform staff using the Tapestry App or by phone when my child is absent and the reason why. We have a duty of safeguarding and it is essential we are informed.

Uniform and Personal Care

- To protect your child with suncream applied before School and provided in bag if staying p.m session.
- To provide the purple weather suits every session and ensure spare clothes and socks are in a named bag.
- Ensure your child is dressed in accordance with the weather. (Layers are best)
- Please provide a named water bottle each session.
- Provide all nappies, wipes and nappy cream for your child.

Communication

- Please ring 01737 555608 for any contact needed during opening hours.
- Inform us if a stranger is collecting and give that stranger your password please.
- Communicate with your child's keyworker using Tapestry and feel free to have a chat with them please.
- Any concerns please speak to Jeni or Email Jeni directly.
- Keep Tapestry for positive communication with keyworker about your child's 'Wow moments at home.

Food and Drink

- Provide only water in the child's water bottle. (no juice please)
 - Not to include any nuts or nut products in lunches (we are a nut free school)
 - To provide your child with a healthy pack lunch. (please see our pack lunch policy.)
 - To cut choking hazards such as grapes and sausages. No popcorn should be included in lunches.
 - To inform staff and any allergies, suspected allergies or 'food ladder' trials.
 - To provide an ice pack during hot weather.
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Many thanks,

Jennifer Utting Team Leader/Owner for Butterflies Pre-School

Parental Contract Acknowledgement

I AGREE & UNDERSTAND THE BUTTERFLIES PARENT PLEDGE CONTRACT

CHILD'S NAME_____

SIGNED BY PARENT/GAURDIAN _____

Social Media and Marketing Consent

I give consent for photos or videos of child to be shared on the nurseries official social media pages.

CHILD'S NAME_____

SIGNED BY PARENT/CARER_____

Off Site Permission Form: Nature School Pupils

Part of our regular curriculum at Butterflies Pre School is our nature walks/adventure walks which take place on Farthing Downs/Happy Valley. These walks are for pupils in the Nature School program age 3 and above. We ensure a high ratio of staff (usually 2:5) on these walks and all members of staff are first aid trained. For further information please see our Outings Policy found in the Butterfly Complete Policy Pack and the Nature School Policy Pack. Any questions regarding these walks please speak with Jeni Utting or Kimberly Forster.

I give permission for _____ (*full name of child*) to participate in regular off-site adventure walks on Farthing Downs/Happy Valley with Butterflies Pre School. _____ SIGNED BY PARENT/CARER

Off Site Permission Form: Toddle Hut

Pupils enrolled in the Toddle Hut will occasionally participate in off site walks in the local area. We ensure a high ratio of staff and all members of staff are first air trained. Outings Policy found in the Butterfly Complete Policy Pack and the Nature School Policy Pack. Any questions regarding these walks please speak with Alice Irwin and Sophie Kingsley.

I give permission for _____ (*full name of child*) to participate in regular off-site adventure walks on Farthing Downs/Happy Valley with Butterflies Pre School. _____ SIGNED BY PARENT/CARER

Parent Permission Form – Animal Care & Handling

At Butterflies, “Nature is our playground”. We believe that caring for animals provides meaningful, hands-on experiences that support children’s emotional wellbeing, responsibility, and connection to the natural world. We provide children with the opportunity to interact with our nursery pets, including rabbits and guinea pigs.

These experiences are carefully supervised and form part of our nurturing, nature-based curriculum. Activities may include:

- Gentle stroking and handling of animals
- Helping with feeding (with supervision)
- Observing animal behaviour and care routines
- Supporting cleaning tasks (age appropriate and supervised)

This supports children’s learning in:

- Understanding the natural world
- Developing empathy and kindness
- Building confidence and communication skills

Health & Safety

We take all necessary precautions to ensure children’s safety:

- Animals are regularly health-checked
- Staff supervise all interactions closely
- Strict handwashing procedures are followed before and after contact
- Children are taught how to handle animals gently and safely

Allergies / Medical Information

Please provide details of any allergies (including animal fur, hay, etc.) or relevant medical conditions:

Consent

- ☐ I give permission for my child to take part in supervised animal care and handling activities
- ☐ I do NOT give permission for my child to take part

Child’s name: _____

Parent/Carer Signature: _____

Print Name: _____

Date: _____