



The Butterfly Rooms (Incorporating Woodlands) LTD

Tank Hill Road | Purfleet | Essex | RM19 1TA

Registered Charity Number: 1148068 | Ofsted Number: 453859 | Company
Number: 7984150 | *Limited by Guarantee*

Telephone Number: 01708 863 737

Information Pack

Dear Parents and Carers,

A very warm welcome to **The Butterfly Rooms**, home to **Woodlands Pre-School and Nursery**.

We are delighted to welcome you and your child to our community. This welcome pack is designed to provide you with important information about our setting, policies, procedures, and expectations. Please take the time to read it carefully. If you have any questions or need clarification, our team will be happy to help.

We look forward to working in partnership with you to support your child's early learning journey in a safe, nurturing, and stimulating environment.

Warm regards,

The Butterfly Rooms Team

Important Information

Address:

Tank Hill Road, Purfleet-on-Thames, Essex, RM19 1TA

Telephone:

01708 863737

Mobile:

Website:

www.thebutterfly-rooms.com

Email Contacts:

- General Enquiries: Aimee Thompson – aimee.thompson@tbr136.onmicrosoft.com
- Finance Department: aimee.thompson@tbr136.onmicrosoft.com



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Room Opening Times

Alice Attic & Caterpillar Room (Including Little Explorers & Little Acorns)

- 8:00am – 12:00pm
- 8:00am – 4:00pm
- 8:00am – 6:00pm
- 9:00am – 12:00pm
- 9:00am – 3:00pm
- 9:00am – 4:00pm
- 9:00am – 6:00pm
- 12:00pm – 3:00pm
- 12:00pm – 4:00pm
- 12:00pm – 6:00pm

Wraparound Care (Aged 3 Months to 11 Years)

Open Monday to Friday

Breakfast Club: 8:00am – 9:00am

Afterschool Club: 3:00pm – 6:00pm
(A hot meal is served at 4:00pm)

Availability is subject to staffing ratios, always maintained in line with the **EYFS Statutory Framework**, and your child's individual needs.

Holiday Club Options

- 8:00am – 6:00pm



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- 8:00am – 4:00pm
- 9:00am – 3:00pm
- 12:00pm – 6:00pm

Contracts Available

- **38-week contract** (term-time only)
- **52-week contract** (year-round care)

We are closed on all Bank Holidays. Charges for these days apply as outlined in your individual contract.

Fees

Children aged 0–2 years: £12.75 per hour

Children aged 2–3 years: £12.75 per hour

Children aged 3–5 years: £12.00 per hour

Wraparound Care:

- Breakfast & Afterschool Club: £28 per day
- Holiday Club: £9 per hour

Children accessing SEND reduced ratios may receive applicable discounts (only one discount per child may be applied).

Discounts Available:

- 10% sibling discount (applied to one child when siblings attend concurrently)
 - 25% staff discount
 - 15% NHS worker discount
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Paying Fees

Deposits

A one-week deposit is required for children accessing paid childcare hours. This must be paid **14 days prior** to the agreed start date and is held to cover non-payment where applicable.

Deposits do not apply to children accessing funded-only places with no additional paid hours.

Payments

- All fees must be paid **weekly via BACS**
- Changes to booked hours will generate a revised invoice and may require a deposit adjustment
- Receipts are available upon request
- Fees remain payable during absences, including illness, holidays, and Bank Holidays, where booked
- Interest may be charged on overdue balances at **up to 8% per annum above the Bank of England base rate**
- Persistent non-payment may result in suspension of childcare hours, except where safeguarding concerns apply
- Two weeks' unexplained absence may result in removal from our register

Government Funding

Universal Entitlement

- All 3- and 4-year-olds receive **15 hours per week** for 38 weeks
- Funding can be stretched across 52 weeks
- Starts the term after the child turns three

Working Parent Entitlement

(From September 2025)



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- Up to **30 hours per week** for children aged 9 months to school age
- 38-week or stretched option across 52 weeks
- Starts the term after the child turns nine months

Eligibility Criteria

- Each parent must earn at least:
 - £195/week (aged 21+)
 - £160/week (aged 18–20)
 - £120/week (under 18 or apprentices)
- Maximum adjusted net income: £100,000 per year

Applications are made via **Childcare Choices** and must be reconfirmed every three months.

How to Pay Fees

We accept:

- BACS transfers
- Tax-Free Childcare
- Childcare Grant Payment Service
- Some childcare voucher schemes

We do **not** accept cash payments on site.

Bank Details:

Account Name: The Butterfly Rooms

Account Number: 22296980

Sort Code: 60-05-29

Reference: Child's Full Name

Invoices are issued one week in advance and are payable every Monday.



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Notice Period

- Four weeks' written notice is required for fee-paying childcare hours
- Funded-only places follow local authority funding notice periods

All outstanding fees must be cleared before a child leaves the setting.

Collecting Your Child

Only parents, carers, or named adults with written authorisation may collect children. Photo identification and a pre-agreed password are required.

Children will **never** be released to:

- Anyone under 16
- Anyone under the influence of drugs or alcohol

Late Collection

- Up to 5 minutes late: warning issued
- Subsequent lateness: £1 per minute charged

Clothing & Personal Items

Children should wear comfortable clothing suitable for messy play.

Outdoor clothing is required daily.

Each child must have:

- Spare clothes
- Suncream



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- Weather appropriate items
- Nappies/wipes if required

Baby rooms operate a no-shoes policy indoors.

Meals & Snacks

Breakfast: cereal and toast (8:00am–9:00am)

Snacks: milk, water, healthy snacks (£0.50 per snack / £2.50 per week)

Packed lunches must be provided by parents.

We **do not heat or cook food on site**, except baby-ready meals in sealed packaging. This policy supports food safety and allergy risk management.

Nut-free setting.

Safeguarding Statement

The Butterfly Rooms is fully committed to safeguarding and promoting the welfare of children, young people, and vulnerable adults. Safeguarding is everyone's responsibility.

Our safeguarding practices align with:

- EYFS Statutory Framework
- Working Together to Safeguard Children
- Prevent Duty
- Local Safeguarding Children Partnership guidance

Data Protection & GDPR (2026)

We comply with:



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- UK GDPR
- Data Protection Act 2018
- Data (Use and Access) Act 2025

Personal data is processed lawfully, fairly, securely, and transparently.
Individuals have rights to access, correct, or restrict their data.

Parent and Carer Behaviour Policy Statement

I would also like to re-emphasise our expectations regarding parent and carer behaviour. Woodlands Pre School has a zero-tolerance approach to inappropriate, aggressive, or disrespectful behaviour towards staff, students, children, or visitors. All parents and carers are expected to always act in a respectful and professional manner while on the premises or when communicating with staff. Any behaviour that falls below this standard will be managed in line with our Behaviour and Complaints Policies, and appropriate action will be taken where necessary.

Policies

All policies are reviewed regularly and available upon request or via our website, including safeguarding, complaints, SEND, CCTV, equality, and health & safety policies.

Contact

SENCO Concerns

If you have any SENCO-related concerns, please contact Emily directly using the email address below:

SENDCO@TBR136.onmicrosoft.com



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For further information or clarification, please contact:

Aimee Thompson

Business Development Manager

aimee.thompson@tbr136.onmicrosoft.com

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