Welcome to Barn Owls Preschool

A Warm Welcome to You and Your Child

We are delighted to welcome you and your family to Barn Owls. Starting preschool is an exciting milestone, and our caring, qualified team is here to ensure your child feels safe, happy, and inspired to learn through play every single day.

This Welcome Pack contains everything you need to know about our school day, drop-off and collection routines, what to bring, and our Fees and Charging Policy, including the Parent Fee Agreement at the back to sign and return before your child's start date.

1. Contact Details & Key Information

- **Address:** Hazelbury Bryan Primary School, Droop, Hazelbury Bryan, Sturminster Newton, Dorset, DT10 2ED.
- **Telephone:** 01258 817492
- **Email:** office@hazelbury.dorset.sch.uk
- **Website:** https://www.hazelbury.dorset.sch.uk/
- **Preschool Lead:** Helen Errington
- **Headteacher/SENDCo:** Kelly Waring
- **Ofsted Registration Number:** EY306815

2. Our School Day, Drop-Off & Collection

- **Term-Time Only:** We open for 38 weeks per year, broadly following Dorset Council school term dates. We are closed during school holidays, on Bank Holidays, and for **5** staff training (INSET) days per academic year.
- **Session Times:** We offer morning/afternoon and all day sessions between 8:30 am and 3:30 pm. *(Please see our attached session timetable / Section 6.3 for full details of available sessions.)*
- **8:30 am & 3:30 pm Drop-Off and Collection:** Drop-off at 8:30 am and collection at 3:30 pm take place via the pathway from the car park to the EYFS area. A member of the EYFS team will meet you at the gate—we kindly ask parents not to enter through the gate.
- **Mid-Day Drop-Off and Collection:** For any drop-offs or collections outside of 8:30 am and 3:30 pm, please use the **g**reen gate up the driveway and ring the Barn Owls doorbell.
- **Wraparound Care:** The school offers Breakfast Club and After School Club which is open for preschoolers aged over 3.
- **Breakfast Club 7:30am – 8:45am**
    - Pre-school children (aged 3+): £7 per session

  After School Club 3:15pm – 5:30pm
    - Pre-school children (aged 3+): £12 per session

Only 15 spaces are available per day for breakfast and after school clubs. All sessions must be booked at least 7 days in advance via the School Spider app.

- **Last-minute bookings:**
  If you require a booking after the deadline, please contact the school office by phone. We can open a "late booking" product for you, which includes an additional £2 per session, per child.
- **Emergency bookings:**
  These will be accepted where possible and charged at the school's discretion.
  A £10 late payment fee may be applied if payment is not made within 7 days.

Please ensure all bookings are paid before your child attends the session.

3. Settling In & Your Child's Key Person

Every child is assigned a dedicated Key Person before they start. Your Key Person will help your child settle in, build a strong bond with them, observe their development, and keep you updated on their progress.

- **Settling-In Sessions:** Before your child's official start date, we invite you to two short settling-in visits so you and your child can meet the staff, explore our indoor and outdoor spaces, and settle at a gentle pace.
- **Communication:** We pride ourselves on positive relationships with our families and communicate regularly through our School Spider app. Please download this app onto your mobile device and stay logged in to receive messages, emails, and complete surveys/permission slips.
- There is a weekly newsletter sent out through this communication method, which we ask all parents to read as it contains important information regarding upcoming events and plans.
- EYFS also uses Tapestry to share weekly updates, achievements and to request additional supplies.

4. What to Bring & Clothing for Outdoor Learning

Please label **all** clothing, footwear, bags, and bottles clearly with your child's name:

- **Items Kept in School:** All children must have a pair of wellies and a season-appropriate full change of clothes (including underwear and socks) that will stay in school.
- **Welly Walks & Forest School:** A spare set of waterproof trousers or overalls is greatly appreciated for our welly walks. For Forest School activities, we ask that all children have a long-sleeved top and long trousers (even in warmer weather) to protect against scratches, nettles, and ticks.
- **Nappies & Toilet Training:** If your child is in nappies or currently toilet training, please ensure we always have a good supply of nappies, wipes, and plenty of spare clothes. We will let you know when your supplies are running low.

5. Snacks, Drinks & School Meals

- **Daily Water Bottle:** Please bring a named drink bottle containing water only (no juice or squash) each day.
- **Morning & Afternoon Snacks:** Please pack a healthy snack for morning sessions. An afternoon snack will be provided by the school.
- **Safe Snack Preparation:** To prevent choking hazards, please ensure all snacks from home are prepared safely—for example, small round fruits and vegetables (such as grapes, cherry tomatoes, and blueberries) must be quartered lengthwise, and all hard pips or stones must be removed. *(Please note: we are a nut-free setting.)*
- **Free School Milk:** If you would like your child to receive free school milk (for under-5s), please register them directly at **www.coolmilk.com**.
- **Lunchtime (Hot Meals or Packed Lunch):** Children staying over lunchtime may bring a healthy packed lunch from home or order hot school meals via **www.localfoodlinks.org.uk**. Please speak to a member of staff to obtain your registration code.

6. Health, Sickness & Safeguarding

- **Illness:** To keep all children and staff healthy, please keep your child at home if they are unwell. If your child has had sickness or diarrhoea, they must stay away from preschool for 48 hours after the last episode. Please telephone, email or use the school spider app to make us aware if your child will be absent before 9am of the day they would be in.
- **Collection Password:** Only adults named on your registration form may collect your child. If someone else is collecting them in an emergency, you must notify us in advance and provide your agreed collection password or upload a picture of the person who will be collecting your child to Tapestry.
- **Safeguarding:** Keeping children safe is our highest priority. Our Safeguarding, Behaviour, and Health & Safety policies are available to view at https://www.hazelbury.dorset.sch.uk/ or via the school office upon request.

7. Fees and Charging Policy

Policy Review Date:Nov 2026| Next Review Due: Nov 2027

7.1 Purpose & Term-Time Pattern

At Barn Owls, we operate in line with the Dorset Council Local Provider Agreement and Department for Education (DfE) statutory guidance. We open term-time only (38 weeks per year) and do not charge fees during school holidays, Bank Holidays, or INSET days.

7.2 Government Childcare Funding (EEF)

- **Free at the Point of Delivery:** All government-funded early education hours (including the 15-hour and 30-hour entitlements for eligible 2, 3, and 4 year-olds) are completely free at the point of delivery.
- **Eligibility:** To find out if you are eligible for funded hours please visit https://www.gov.uk/free-childcare-if-working/check-youre-eligible
- **No Additional Charges:** We do not charge any top-up fees, registration fees, or mandatory charges for snacks, consumables, or general resources for funded hours.
- **Funding Delivery:** Funded hours are delivered term-time only over 38 weeks per year within our opening hours of 8:30 am – 3:30 pm.
- **Parent Declaration & Eligibility**: Parents must complete and sign a Dorset Council Parent Declaration Form each term and provide proof of eligibility (such as a valid 11-digit eligibility code for working parent entitlements) before Dorset Council's termly headcount deadline. Working families must reconfirm their code with HMRC every 3 months. If a code expires or is not provided on time, any hours not covered by funding will be charged at our standard private rate. Please ensure you have provided us with a completed funding form prior to the start of term. HMRC Eligibility Codes must be obtained or reconfirmed by 31st August for the Autumn term, 31st December for the Spring term and 31st March for the Summer term.
- If you are using Government funded hours you will also need to bring in your child's birth certificate with the funding form. A copy of this will be kept on record whilst your child attends the preschool.

7.3 Private Paid Sessions

For children who are not yet eligible for Government Childcare Funding, or for parents who wish to book additional hours beyond their funded allowance, fees are charged by age group to reflect statutory staff-to-child ratio requirements:

2 Year Olds

- **Morning Session 8:30 am – 11:30 am :** £24.00
- **Afternoon Session 12:30 pm – 3:30 pm :** £24.00
- **Lunch Session 11.30am-12.30pm** : £8.00
- **Full Day 8:30 am – 3:30 pm:** £56.00

3 and 4 Year Olds

- **Morning Session 8:30 am – 11:30 am :** £19.50
- **Afternoon Session 12:30 pm – 3:30 pm:** £19.50
- **Lunch Session 11.30am-12.30pm** : £6.50
- **Full Day 8:30 am – 3:30 pm:** £45.50
- **Age-Band Rate Changes:** When a child turns 3, they move to the 3 and 4 year-old private fee rate on the Monday following their 3rd birthday.
- **Annual Fee Review:** We review our private session fees annually in May and will give parents at least 6 weeks' written notice of any changes.

7.4 Invoicing & Payment Methods

- **Invoicing Schedule:** Invoices for private paid sessions are issued monthly in advance. All invoices clearly itemise free funded hours separately from paid private hours.
- **Payment Due Date:** Fees must be paid in full by the date stated on the invoice, usually 30 days from the invoice date.
- **Accepted Payment Methods:** We accept payment via Bank Transfer (BACS), and Tax-Free Childcare, information regarding this can be found here.

7.6 Absences & Unexpected Closures

- **Child Sickness & Family Holidays:** Full fees remain payable for private paid sessions missed due to child illness or family holidays during term time, as staffing and overhead costs remain fixed. For funded sessions, we continue to claim funding as normal for short-term absences, though prolonged or frequent unexplained absences must be reported to Dorset Council in line with our Local Provider Agreement.
- **Unavoidable Closures:** If the preschool is forced to close due to circumstances beyond our control (such as severe weather, loss of heating/water, or public health directives), private fees remain payable for the first day after which we will credit them to your next invoice.

7.7 Late Payments & Late Collection

- **Late Payment of Fees:** If private fees are not paid by the due date, a reminder will be issued. If payment remains outstanding after a further 14 days without an agreed payment plan, a late payment charge of £25 may be applied, and we reserve the right to suspend private paid sessions until the balance is cleared. (This will not affect a child's access to their free government-funded hours.)
- **Late Collection:** Children must be collected promptly at the end of their booked session. If you are delayed, please contact the preschool immediately. Repeated or unnotified late collections beyond 10 minutes will incur a charge of £7 per 15 minutes to cover additional staffing costs.

7.8 Changing Sessions & 6 Week Notice Period

- **Increasing Hours:** Requests for extra sessions will be accommodated wherever ratios and space allow.
- **Reducing Hours or Leaving:** Parents must give 6 weeks' written notice (during term time) to reduce private paid hours or withdraw their child from the preschool. If insufficient notice is given, full private fees remain payable in lieu of notice.
- **Funded Places Notice:** For funded-only places, we also require 6 weeks' written notice so we can update our headcount records with Dorset

Council and offer the space to another family. If a child leaves mid-term without notice, Dorset Council funding rules will apply regarding the transfer of remaining termly funding.

7.9 Financial Difficulties

We understand that family circumstances can change. If you are experiencing difficulty paying private fees, please speak in confidence with Mrs Errington or Mrs Waring as early as possible so we can discuss a reasonable payment plan.

8. Parent / Carer Welcome & Fee Agreement Sign-Off

Please complete, sign, and return this page to the Preschool Office prior to your child's start date.

I confirm that I have received the Barn Owls Welcome Pack and have read, understood, and agree to abide by the daily routines and the Fees and Charging Policy.

- I understand that government-funded hours are free at the point of delivery, and I agree to complete and return my Dorset Council Parent Declaration Form (and maintain my HMRC eligibility code, if applicable) by the stated deadlines.
- I accept responsibility for paying all invoiced private session fees on time and agree to provide 6 weeks' written notice during term time to reduce sessions or withdraw my child.

Child's Full Name:

_____

Child's Date of Birth:

_____

Preferred Start Date:

_____

Parent / Carer 1 Full Name:

_____

Signature: _____ **Date:** _____

Parent / Carer 2 Full Name (if applicable):

_____

Signature: _____**Date:** _____