



## Arrival and Departure Policy

We ask all parents/carers who drive to the pre-school to be safe, considerate and responsible when parking. Please do not park across the driveways of our neighbours.

### Arrival

Pavilion Preschool opens at 9.00am for our morning session, and 12.00pm for our afternoon session. We ask that parents/carers arrive promptly.

### Departure

The morning session finishes at 12.00 noon and our afternoon session at 3.00pm. We ask all parents to be on time to collect their child. If you are delayed, please phone the setting to notify a member of staff, failing to do so will result in a late collection charge. If parents are required to pick up earlier than our closure time, either ad hoc or on a regular basis, we ask that this is shared with staff with as much advance notice as possible.

The policy was adopted on 2<sup>nd</sup> September 2018 Reviewed Jan 25

The arrival and departure policy will be reviewed by the manager on a yearly / need to do basis.

Signed on behalf of the Pre-School Committee -----

Signed by the Pre-School Manager: -----