



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 Pre-School opens at 9:00 am for the morning session and 12:00 pm for the afternoon session.

Please ensure your child arrives promptly at the start of their session to minimise disruption and help them settle into the day's activities. If you anticipate regularly arriving late, please speak to your child's key person so that appropriate arrangements can be discussed.

Departure

The morning session finishes at 12:00 pm, and the afternoon session finishes at 3:00 pm.

Parents and carers are expected to collect their child promptly at the end of their session. If you are unavoidably delayed, please telephone the pre-school as soon as possible to inform a member of staff. Failure to notify the setting, or repeated late collections, may result in a late collection charge in accordance with our fees policy.

Children will only be released to adults who have been authorised by their parent or carer. Parents are required to provide:

- A list of authorised collectors.
- A recent photograph of each authorised collector, where possible.
- A collection password for safeguarding purposes.

If someone different is collecting your child, you must inform the pre-school in advance and ensure that the person collecting knows the agreed password. Staff will not release a child to an unauthorised person or to anyone who is unable to provide the correct password unless alternative arrangements have been confirmed with the parent or carer.

Last updated 07.07.26

Signed by Chair of Trustees:

SPC

Signed by Operations Manager:

Spencer