



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 for our morning session and 12.00pm for our afternoon session. We ask that parents / carers arrive promptly.

If you know you are going to be late on a regular basis, please discuss this with your child's keyworker.

Departure

The morning session finishes at 12.00 noon and 3.00pm for our afternoon session. 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.

All children must be collected by an adult known to staff. We ask parents to provide a password and photographs of all the adults who have permission to collect children.

Parents must inform staff if any other person is collecting the child and the parent must inform the adult collecting of the password .

The policy was reviewed September 2025

Signed on the Chair of Trustees

Signed by the Pre-School Manager: