



# PINEWOOD

*Est. 1875*

## **PRE-PREP CRECHE (BEFORE SCHOOL CARE) POLICY**

### **Policy and Information**

Crèche is an optional school care club facility before the school day. All the children being cared for are pupils of the school.

### **Venue**

The Pre-Prep Library is used exclusively for Crèche between 7.45.a.m. and 8.10a.m. Monday to Friday.

### **Staffing**

The Crèche supervisor or a Higher Level Teaching Assistant run the sessions with the help of a school GAP. In either the Crèche supervisor or Higher Level Teaching Assistant's absence, the Deputy Head and Head of Pre-Prep will provide staff cover. In the absence of the GAP the Deputy Head of the Prep school will provide cover. All staff have current DBS checks, 3 yearly Safeguarding training and have read **Keeping Children Safe in Education (KCSiE) Sept 2018**.

### **Numbers**

Numbers of children attending Crèche is strictly limited to **16**.

### **Attendance**

- Crèche is open to pupils who attend Nursery, Reception, Year One and Year Two
- Nursery and Reception children may pre-book regular sessions after discussion with the EYFS specialist, Crèche Supervisor and Head of Pre-Prep/Deputy Head of Pre-Prep. Sessions can be pre-booked in advance but must be pre-booked by ringing Pre-Prep admin by 12 midday on the day prior to the required session. Sessions that are pre-booked will be charged for whether or not the place is used.
- A Nursery or Reception child's suitability will be judged on their maturity, independence and ability to mix with children up to the age of 7 years
- There will be a strict limit of **8** Nursery and Reception children at any session.
- The Head of Pre-Prep, Deputy Head of Pre-Prep and the Crèche Supervisor have the right to withdraw a place if a child is not coping.
- Priority will be given to children of Pinewood staff, children who have siblings in the Prep school and children with working parents

## **Behaviour, illness, emergencies and all relevant policies and strategies**

Crèche adheres to all the relevant Pre-Prep and Prep school policies. This includes fire, health and safety, medical and collection of children policies. Policies are available for parents to read on the school website or on request.

## **Times, structure and charge for sessions**

1) Session times 7.45a.m. - 8.10a.m Monday to Friday. Cost - £ 2.20 per session

Charges are set by the Governing body and the Bursar and will be added to the termly school fees bill.

2) You will be contacted towards the end of the each term to reconfirm your requirements for the following term for an EYFS age child.

## **Accompanying children to EYFS and Classrooms**

- Children are accompanied from the Library at the allotted time (8.10a.m.)
- Children will be 'signed in' by the class teacher or teaching assistant

## **Lost child**

- Pinewood Pre-Prep, Nursery and Crèche operate a locked door policy.
- Children are not allowed to open any outside doors even if asked to by a familiar adult on the outside of the door.
- In the unlikely event that a child goes missing, the Crèche Teacher informs the other staff working in Crèche, the Head of the Pre-Prep and all teaching staff still in the building.
- The Headmaster is contacted by phone and he then takes responsibility for organising a search party.
- The Headmaster will make the decision about who else needs to be contacted.

Reviewed October 2018  
Reviewed by Vanessa Buckley, Deputy Head of Pre-Prep  
Next Review Date: October 2019