

# PRE-PREP CRECHE (Before School Care)

## GUIDELINES 2024-25

Pinewood Crèche is an option at the beginning of the school day for children in the Nursery and Pre-Prep School. The service is presently offered on an ad hoc basis for children in Year One and Year Two. Children in Reception and Nursery must pre-book by emailing [ppadmin@pinewoodschool.co.uk](mailto:ppadmin@pinewoodschool.co.uk) or ringing the Pre-Prep office by 12 midday, on the day prior to the required place. Regular requests can be pre-booked in advance. There are 8 places available for Reception and Nursery children. If there is an on-going requirement for a Crèche place, places can be booked a term in advance. Please note if numbers rise it may be necessary that in the future all places are pre-booked.

The Crèche is held in the Pre-Prep library and the children are offered quiet, unstructured activities, such as drawing materials, reading and picture books and a story, whilst they wait for school to start. The children are accompanied to the Nursery and classrooms when the school opens at 8.10 a.m.

Pinewood Crèche guidelines are given below, however a full policy may be found on the school website.

### **Guidelines**

- Session times 7.45 a.m. - 8.10 a.m. Monday to Friday. Cost - £3.00 per session for the Term.
- Please note: Drop-off time is 7.45 a.m. to 8.05 a.m. Access to Crèche is closed at 8.05 a.m.
- Charges are set by the Governing body and the Bursar and will be added to the termly school fees bill.
- The maximum number of places available in each session is 16.
- 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 with the longer day.