



# PINEWOOD

*Est. 1875*

## **Pinewood Pre-Prep Crèche (before school care) Guidelines 2025 - 2026**

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 ringing the Pre-Prep office by 12 midday, on the day prior to the required place or emailing [ppadmin@pinewoodschool.co.uk](mailto:ppadmin@pinewoodschool.co.uk). 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 Busy Bees Room 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 8.10am.

Pinewood Crèche Guidelines are provided below, however a full policy may be seen on request.

### **Guidelines**

1) Session times 7.45a.m. - 8.10a.m. Monday to Friday. Cost - **£3.00** per session for the Term.

**Please note:** Drop-off time is 7.45am to 8.05am. Access to Crèche is closed at 8.05am.

2) The maximum number of places available in each session is **16**.

3) 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.

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