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, a Higher Level Teaching Assistant, runs the sessions with the help of a school GAP. In the Crèche supervisor's absence, the Deputy Head and Head of Pre-Prep will provide staff cover. In the absence of the GAP the GAP co-ordinator will provide cover. All staff have current DBS checks, 3 yearly Safeguarding training and have read **Keeping Children Safe in Education (KCSiE) Sept 2026.**

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 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 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.
- Pre-Prep minibus children can be dropped off at creche if they arrive before 8.10am. Children who have come to school on the minibus are not charged.

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 - £ 3.28 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 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 Busy Bees Room at the allotted time (8.10a.m.)
- Children will be 'signed in verbally 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 September 2026
Reviewed by Jo Siebert, Deputy Head of Pre-Prep
Next Review Date: September 2027