

The Willows Preschool

Arrival and departures policy



- Keep hold of your child at all times.
- Do not allow them to run around the car park area.
- Only enter the Pre-School via the small entrance gate.
- DO NOT park in the school bus bay, the car park entrance or the staff car park.
- DO NOT enter via the school car park entrance.
- Pre-school starts at 9.00am
- If you have previously dropped off older children at the main school, please can you wait in the church or your own vehicle until the required time.
- Once the session has started the main door is locked and you will need to ring the bell.
- The main door will be unlocked 5 minutes before the session ends and you will be asked to wait in the lobby until you are called to collect your child.
- Due to limited space we ask that prams, buggies etc are not brought into preschool but left in the buggy bay.
- All visitors will be asked for photo ID and required to sign in the Visitors Book.
- If a visitor arrives after the session has begun, and the main door is locked, they need to ring the bell and a member of staff will let them in as above.
- Once the session has started, staff will only answer the telephone if it doesn't interrupt the session, or if the admin manager is in the office. The answer machine will be checked as necessary and at the end of the session.