

LIZA'S LITTLE EXPLORERS

31 CONYGER ROAD

SP4 7YJ

DROP - OFF AND PICK – UP TIMINGS**MONDAY**

CHILD'S NAME	CHILD'S AGE	DROP - OFF	PICK - UP
CHILD 1	25 MONTHS	07:30	17:30
CHILD 2	33 MONTHS	08:00(walking)	17:00(walking)
CHILD 3	43 MONTHS	08:00	15:00
CHILD 4	45 MONTHS	08:20	17:20
CHILD 5	11 MONTHS	08:30	17:30
CHILD 6	39 MONTHS	08:30(walking)	15:00(walking)
CHILD 7	23 MONTHS	08:45	16:45
CHILD 8	40 MONTHS	08:50	14:57
CHILD 9	27 MONTHS	09:00	17:00
STAFF		SIGN IN	SIGN OUT
SHANELLE	Walking	08:00	17:20
ZANE	Driving	08:30	17:00

TUESDAY

CHILD'S NAME	CHILD'S AGE	DROP OFF	PICK UP
CHILD 1	25 MONTHS	07:30	17:30
CHILD 2	23 MONTHS	07:40	17:20
CHILD 3	29 MONTHS	07:45	15:45
CHILD 4	33 MONTHS	08:00(walking)	17:00(walking)
CHILD 5	43 MONTHS	08:00	16:00
CHILD 6	45 MONTHS	08:20	17:20
CHILD 7	41 MONTHS	08:10	17:10
CHILD 8	11 MONTHS	08:30	17:30
CHILD 9	23 MONTHS	08:45	16:45
STAFF		SIGN IN	SIGN OUT
SHANELLE	Walking	08:00	17:20
ZANE	Driving	08:30	17:00

WEDNESDAY

CHILD'S NAME	CHILD'S AGE	DROP - OFF	PICK - UP
CHILD 1	29 MONTHS	07:45	15:45
CHILD 2	33 MONTHS	08:00 (walking)	17:00(walking)
CHILD 3	43 MONTHS	08:00	15:00
CHILD 4	45 MONTHS	08:20	17:20
CHILD 5	11 MONTHS	08:30	17:30
CHILD 6	23 MONTHS	08:45	16:45
CHILD 7	23 MONTHS	08:50	17:20
CHILD 8	25 MONTHS	09:00	15:00
CHILD 9	27 MONTHS	09:00	17:00
STAFF		SIGN IN	SIGN OUT
SHANELLE	Walking	08:20	17:20
ZANE	Driving	08:30	17:00

THURSDAY

CHILD'S NAME	CHILD'S AGE	DROP OFF	PICK UP
CHILD 1	29 MONTHS	07:45	15:45
CHILD 2	33 MONTHS	08:00 (walking)	17:00 (walking)
CHILD 3	41 MONTHS	08:00	17:00
CHILD 4	45 MONTHS	08:20	17:20
CHILD 5	39 MONTHS	08:30 (walking)	15:00 (walking)
CHILD 6	11 MONTHS	08:30	17:30
CHILD 7	23 MONTHS	08:45	16:45
CHILD 8	23 MONTHS	08:50	17:20
CHILD 9	36 MONTHS	09:00	17:00
STAFF		SIGN IN	SIGN OUT
SHANELLE	Walking	08:00	17:30
ZANE	Driving	08:30	17:00

FRIDAY

CHILD 1	25 MONTHS	07:30	17:30
CHILD 2	29 MONTHS	07:45	14:45
CHILD 3	33 MONTHS	08:00 (walking)	17:00 (walking)
CHILD 4	43 MONTHS	08:00	15:00
CHILD 5	11 MONTHS	08:30	17:30
CHILD 6	39 MONTHS	08:30 (walking)	15:00 (walking)
CHILD 7	23 MONTHS	08:45	17:15
CHILD 8	40 MONTHS	08:50	17:50
CHILD 9	36 MONTHS	09:00	17:00
STAFF		SIGN IN	SIGN OUT
SHANELLE	Walking	08:00	17:00
ZANE	Driving	08:30	17:00

Staffing and Parking Arrangements

The facility has total of two staff members.

One staff member does not drive and resides within walking distance of the property. As a result, she walks to and from work each day and does not generate any vehicle movements associated with the operation of the facility.

The second staff member drives to and from work. However, her vehicle is parked within the property boundary and does not occupy any on-street parking spaces. This arrangement ensures that ample parking remains available for parents and visitors.

In addition, the household owns only one private vehicle, which is used by the husband for commuting. He typically leaves the property at approximately 7:45 a.m. and returns no earlier than 5:30 p.m. Consequently, throughout the operating hours of the facility, only one staff vehicle is parked at the property, further minimising any impact on local parking availability.

Additional Operational Procedures

- All drop-off and pick-up slots are strictly limited to **5 minutes**. Parents and carers are expected to adhere to these timings to ensure the smooth and efficient operation of the setting.
- All reports, updates, observations, and concerns will be communicated through the designated parent application, or alternatively via telephone or email where appropriate.
- **Safeguarding concerns are exempt from this process and must be addressed immediately** in accordance with safeguarding policies and procedures. Such matters will be escalated and managed without delay to ensure the safety and welfare of the child.