

## When is the school open?

### Mondays/Tuesdays/ Thursdays and Fridays

School opens at 8.45 a.m and closes at 2.45 p.m.

### Wednesdays

Session 1) School opens at 8.30a.m. and closes at 11.30 a.m. for beginning of the week children.

Session 2) School opens again at 12.15 p.m. and closes at 3.15 p.m. for end of the week children.

Please sign your child in using the provided signing in book and then take your child to a member of staff for handover. You may want to help your child to settle by choosing an activity with them.

### Security



If someone different will be collecting your child please ensure you let a member of staff know and that your chosen person knows the password you have given to room staff for security. We cannot release children to anyone without prior arrangement and a secure password provided by the parent.



### Late arrival

Late arrival can be upsetting for your child and your child misses out on valuable learning time. Please try to arrive on time.

### Allocation of hours

#### 3-4 year old children

3-4 year old children are entitled to 15 hours per week. These hours can only be used in the parents chosen nursery school or setting and cannot be duplicated by using another setting for the other half of the week.

#### 2 year old children

2 year old children may be entitled to 15 hours if they fulfil the criteria set. Parents should speak to nursery office for more information. 0121 359 2309