

## Nursery Collections and Closures

### Collection Times:

The nursery operates with set collection times for children in the Caterpillar and Butterfly rooms. We find for the older children the consistency of knowing when home time is works well, as children will often ask staff when their parent/ carer is coming and having a set time allows staff to communicate this accurately with children. It also helps us to minimise the amount of time that staff are away from the rooms during collection time, enabling us to safeguard children more effectively.

On starting at the nursery you will be asked to choose one of the following collections times;

**1/ Between 2pm-4pm (you do not need to specify a time within this window)**

**2/ 4:45pm**

**3/ 5:20pm**

Please speak with your child's key person to let them know your chosen collection time. If you are going to be later for any reason, please ensure you call the nursery as soon as you can, so we can prepare children accordingly.

### Staff Meeting Closures:

Once per term the nursery closes early, at 2:30pm, for staff a meeting. These meetings enable staff to discuss practice and strive for continual improvement. For the academic year 2021/22 the set dates are as follows:

**Monday 25<sup>th</sup> October 2021**

**Tuesday 15<sup>th</sup> February 2022**

**Thursday 26<sup>th</sup> May 2022**

On these days we ask that you **collect your child by 2:15pm** in order to gain feedback regarding their day.