

# The Mews Nursery

## ‘Bringing & Collecting’ Timesheet

In order to comply with the strict staff to child ratios, we need your assistance to establish the times when you intend to bring and collect your child.

Please help us by completing the following form:

<b>Name of Child:</b>	
<b>Date of Birth:</b>	
<b>Today's Date:</b>	

Morning & Full Day Sessions									
	Bring		Collect						Term Time Only
	8.00 - 8.30 *	8.30 - 9.00	12.30	1.30 (lunch)	4.00 - 4.30	4.30 - 5.00	5.00 - 5.30	5.30 - 6.00 *	
Mon									
Tues									
Wed									
Thurs									
Fri									

Afternoon Sessions							
	Bring		Collect				Term time only
	12.30 (Lunch)	1.30	4.00 - 4.30	4.30 - 5.00	5.00 - 5.30	5.30 - 6.00 *	
Mon							
Tues							
Wed							
Thurs							
Fri							

\* Currently there are only two staff on duty at this time, so early and late collections are subject to agreement (approximately 6-10 children).

**Core Time** This is between 9.00 am to 12.00 pm and 2.00 pm to 4.00 pm. Please avoid arrivals and departures during the core time to allow children to engage in activities without interruption.

**Change in Arrangements** Once a period has been agreed, any subsequent changes will need to be made through consultation with a member of nursery staff. We will be drawing up staff rotas in conjunction with children's times of arrival and collection, so please remember that if you collect your child outside the agreed time this will result in a member of staff having to work additional hours or the nursery to be in breach of regulations. Your co-operation is therefore vital.