



OPENING/CLOSING TIMES POLICY

Sunny Beach Day Nursery will open at 8.00am. The morning session ends at 1.00pm. The afternoon session starts at 1.00pm and finishes at 5.30pm. Full days are 8.00am-5.30pm. Staff will be available from 8.00am to take any messages or telephone enquiries.

Staff will also be available to talk to at the end of each session, but if you feel that you need longer, appointments can be made with either your child's Key Worker or the Nursery Manager.

The Nursery operates these times Monday to Friday, all year round except bank holidays and one week between Christmas and New Year. It is very important that as parents you drop off and collect your children at the times specified and no earlier or later. This is for insurance purposes and in line with our Ofsted registration.

DATE OF POLICY.....

SIGNED.....

REVIEW OF POLICY.....