




Dear Parents/Carers

This week has seen the start of our extended care for all groups of children. The information below indicates, depending on the hours they attend Freshfield, where your child can be dropped off or collected.

Where possible we would appreciate children to be collected during these times as this supports the smooth running of the nursery. We recognise that a small number of parents/carers may need to pick up at different times. If this is likely to be a regular collection time, we would be grateful if you could let us know. **We hope you find this information helpful as we have made some changes to a collection area that we will be starting immediately.**

Drop off/Pick up times	Time	Area in Nursery	
Breakfast club	Drop off between 8.00 am and 8.15 am	Garden room gate in front of the smaller building	
8.30 am start	Drop off between 8.25 am and 8.40	Main Nursery gate to the right of the large green front door	
2.30 pm finish	Please collect between 2.25 pm – 2.35 pm	Main Nursery gate to the right of the large green front door	
Earlier after school club or 30 hours	Please collect between 3.25 pm– 3.35 pm	Main Nursery gate to the right of the large green front door	
Later after school club or 30 hours	Between 3.35 pm – 4.45 pm <i>(Latest collection is 4.45 pm)</i>	Garden room gate in front of the smaller building	

Please note that during most drop off and pick up times there will be a member of staff at both the main gate and the children's entry/exit.

For adults dropping off for breakfast club and collecting children between 3.35 pm – 4.45 pm, we use an intercom system to enable access. This is located by the wooden gate in front of the smaller building. It is linked to a monitor in the garden room so staff can see any adults before allowing entry. Once you have entered, we would be grateful if you could close the gate behind you and not allow other adults to follow you in.

Please note that if you are dropping off or collecting your child at any time outside of these hours, please ring the bell at the large green nursery door.

Thank you for your continued support.

Jenny Martin and Kat Walsh (Co-Headteachers)