



Dear Parents,

Thank you for showing an interest in our extended care provision, EARLY DROP OFF CLUB. Here is some additional information.

- Children can attend the session from either 8.00am or 8.30am through until 9.00am, prior to the start of their usual nursery session.
- They will have the opportunity to play with a variety of carpet and table top activities in the large extension base room and access the garden area, weather permitting. Two fully qualified members of staff will be available to play and settle your child.
- Children will be greeted at the door by a member of staff and a register taken.
- No breakfast facilities are available at this current time. So please ensure your child has had breakfast prior to being dropped off.
- Extended hours are booked on a half termly basis and invoices issued at the beginning of each half term based on the parents requested sessions.

There will be a daily charge of £6.00 for the 8.00am start and £3.00 for the 8.30am start as these times fall outside of the nursery core opening hours of 9am-3pm.

All EARLY DROP OFF CLUB spaces must be booked through Mrs. Dymoke.

If places are available children can have additional sessions to those booked in a 'drop in' basis. Places must be booked in person to ensure we are able to accommodate your request and paid for at the time of booking.

Any questions or concerns you might have about any of the above please feel free to ask.

I can be contacted via email if this is more convenient on:

Extended@westonway.herts.sch.uk

Parents need to be aware that any extended provision may be withdrawn at any time at the discretion of the Senior Management Staff Team in accordance with nursery policies.

Mrs Dymoke
September 2017